

**HEADQUARTERS  
EIGHTH UNITED STATES ARMY  
UNIT #15236  
APO AP 96205-0009**

**EUSA Regulation  
No. 600-2**

**20 September 2000**

**(Effective: 10 October 2000)  
Personnel - General**

**REPUBLIC OF KOREA ARMY PERSONNEL WITH THE UNITED STATES ARMY**

**SUPPLEMENTATION.** Supplementation of this regulation and issuance of command and local forms by subordinate commands is prohibited without prior approval of HQ EUSA, ATTN: EAGC-TD-COT, Unit #15236, APO AP 96205-0009.

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**\*This regulation supersedes EUSA Reg 600-2, dated 3 April 1995.**

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## CHAPTER 1

### GENERAL

**1-1. PURPOSE.** This regulation prescribes policy and establishes procedures for personnel administration, management, education, training, and logistical support of Republic of Korea Army (ROKA) personnel assigned or attached to Eighth United States Army (EUSA) units in the Republic of Korea (ROK).

**1-2. APPLICABILITY.** This regulation is applicable to all EUSA units that have ROKA personnel assigned or attached, to the Joint United States (U.S.) Military Affairs Group - Korea, to the United Nations Command Military Armistice Commission Joint Security Area Security Force Battalion, and to other U.S. Army units that are supported with Korean Augmentation to the United States Army (KATUSA) soldiers from EUSA. For the purpose of this regulation, ROKA personnel do not include those ROKA enlisted personnel assigned to the United Nations Command (UNC) Honor Guard Company. The policies and procedures contained in this regulation take precedence over any other policy or standing operating procedure (SOP) concerning ROKA personnel assigned/attached to EUSA. Also, subordinate units or staff will not enter into any agreements via combined memorandums with their supporting ROKA Staff Office or the Support Group (SG) without first coordinating the agreement with the EUSA KATUSA Program Office. Differences between EUSA regulatory policy concerning ROKA personnel assigned or attached to EUSA and ROKA regulatory policy will be solved through negotiations between the Chief, G3 Training Division and the Commander, ROKA SG.

**1-3. INTERPRETATION.** The English text of this regulation will govern its interpretation. Any disagreements in translation or interpretation will be reported immediately to the Chief, G3 Training Division and the Commander, ROKA SG for resolution.

**1-4. REFERENCES.** Required and related publications are listed in appendix A.

**1-5. EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviations used in this regulation are explained in the glossary. For the purposes of this regulation, the following definitions/terms apply:

a. ROKA personnel serving with the U.S. Army in Korea. Any member of the ROKA assigned or attached to the U.S. Army. This includes ROKA Staff Officers and NCOs, ROKA Liaison Officers (LNO(s)), ROKA aides-de-camp, KATUSA soldiers, and ROKA officers and NCOs attached or assigned to units within EUSA and the UNC.

b. ROKA SG. A ROKA unit attached to EUSA to provide personnel administration for ROKA personnel serving with EUSA. Major functions of the ROKA SG are:

- (1) Coordinate with and recommend to EUSA policies concerning KATUSA soldiers.
- (2) Conduct liaison between HQ, ROKA and EUSA.
- (3) Manage ROKA personnel serving with EUSA.

- (4) Provide ROKA directed education to KATUSA soldiers.
- (5) Monitor KATUSA soldier discipline.
- (6) Provide advice to EUSA units concerning KATUSA soldiers' welfare and morale.
- (7) Participate in EUSA operations during exercises and wartime.

c. Commander, ROKA SG. The Commander, ROKA SG, is a ROKA colonel appointed by Headquarters (HQ), ROKA, to perform duties as a ROKA representative to the EUSA commander for KATUSA soldiers, ROKA officers, and ROKA NCOs assigned or attached to EUSA. He is responsible for the management of KATUSA soldiers. The Commander, ROKA SG, jointly shares responsibility for the implementation of the KATUSA Soldier Program with the Chief, EUSA, G3 Training Division. He also maintains close coordination and liaison with the EUSA staff and MSC commanders.

d. Regional Senior ROKA Officer. The Commander, ROKA SG, appoints four Regional Senior ROKA Officers for the dissemination of ROKA policy directives and for the personnel administration and management of all ROKA personnel. The four regions coincide with Areas I, II, III, and IV. The regional senior ROKA officer supervises the duty performance of the ROKA administrative channel, established by the Commander, ROKA SG. He is in charge of ROKA-required education for KATUSA soldiers in his region, the personnel administration and management of ROKA personnel, and the maintenance of KATUSA soldier morale and military law. The establishment of regional senior staff officers is for ROKA SG purposes only, and in no way will it interfere with the normal EUSA lines of command and control.

e. ROKA LNO. A ROKA officer attached to a U.S. Army unit in the ROK for the purpose of maintaining contact between HQ, ROKA, ROKA units, local civil authorities, and the U.S. Army unit to which he is attached. The ROKA LNO will assist in the execution of all interoperability missions and the translation of all correspondence.

f. ROKA aide-de-camp. A ROKA officer attached to the 2d Infantry Division or the 19th TSC to serve as the aide-de-camp for a U.S. general officer.

g. ROKA Staff Officer. A ROKA officer attached to a EUSA MSC or subordinate unit from ROKA SG for the purpose of accomplishing and coordinating actions that relate to ROKA personnel management and may also be used in a limited role as a LNO for the purpose of maintaining contact between HQ, ROKA, ROKA units, local civil authorities, and the U.S. unit to which he is attached. They are coequal with other staff officers and report to the commander, deputy commander, or executive officer of the unit. Additionally, they are required to report to their higher HQ ROKA Staff Officer and to the Commander, ROKA SG, concerning ROKA policy directives and KATUSA soldier management (status of strength, promotions, leaves, awards, and punishments). (See subpara 1-13c for duties and responsibilities.)

h. ROKA Command Sergeant Major. Serves as an advisor to the Commander, ROKA SG or the Regional Senior Officer and performs duties similar to those of his U.S. counterpart.

i. ROKA Staff NCO. A ROKA NCO assigned to a battalion, company, battery, troop, or separate detachment for the purpose of providing communication between his unit commander and KATUSA soldiers of his unit. ROKA Staff NCOs are included in the authorized KATUSA soldier strength of the unit.

j. ROKA Staff Office. A ROKA SG subordinate section established in certain units in charge of personnel management and administration for ROKA personnel. This is the section where ROKA Regional Senior Officers, ROKA Staff Officers or ROKA Staff NCOs are assigned and where they perform their duties.

k. KATUSA. A ROKA enlisted soldier (SGT or below) who is assigned and integrated into a U.S. Army unit for the purpose of increasing the operational capabilities of that unit. Commanders will, to the extent permitted under the Status of Forces Agreement (SOFA) regulatory directive and consistent with operational mission requirements, give those KATUSA sergeants and corporals, who are assigned to NCO positions, the same rights and privileges that U.S. NCOs receive in accordance with (IAW) AR 600-20, paragraph 3-2. All other KATUSA soldiers will be treated the same as their U.S. counterparts in rank, as far as rights and privileges are concerned.

**1-6. HISTORY.** The KATUSA Soldier Program was initiated in July 1950 by an informal agreement between the Honorable Syngman Rhee, President of the ROK, and General of the Army Douglas MacArthur, Commander in Chief, UNC. The concept of this program originally was to augment the U.S. fighting forces just after the outbreak of the Korean War. After the armistice, KATUSA soldiers remained with EUSA units to receive training that was not readily available in the ROKA and to enhance EUSA's mission capability. The KATUSA Soldier Program has been a continuous one since 1950 with only periodic strength adjustments dictated by requirements. Originally, KATUSA soldiers were returned to the ROKA after serving with the U.S. Army. Since 1968, however, KATUSA soldiers remain with the U.S. Army until their service commitments are completed. The ROKA SG was established on 11 May 1965 at the request of the Commander, EUSA, as a ROKA officer liaison group to administer the KATUSA soldier program. Its name was changed from ROKA Liaison Group to ROKA SG in November 1986. On 1 Nov 1997, the ROKA SG was reorganized as a unit directly under HQ, ROKA.

**1-7. THE MISSION AND IMPORTANCE OF THE KATUSA SOLDIER PROGRAM.** The mission of the KATUSA Soldier Program is to augment EUSA with ROK Army soldiers in order to increase the ROK/U.S. combined defense capability on the Korean peninsula. The KATUSA Soldier Program is significant not only because of the military manpower and monetary savings that it provides to the U.S. Army, but also because it represents ROK/U.S. cooperation and commitment to deter war. The KATUSA Soldier Program is also symbolic of ROK/U.S. friendship and mutual support.

**1-8. RESPONSIBILITIES TO THE KATUSA SOLDIER PROGRAM.** All EUSA and ROKA personnel have an inherent responsibility to ensure the success of the KATUSA Soldier Program by observing and implementing the policies and procedures contained in EUSA Reg 600-2. All personnel, EUSA or ROKA, are strongly encouraged to submit suggestions and recommendations that may improve the KATUSA Soldier Program. Suggestions or recommendations should be submitted to the Commander, EUSA, ATTN: EAGC-TD-COT, Unit #15236, APO AP 96205-0009.

**1-9. STATUS OF KATUSA SOLDIER PROGRAM PERSONNEL.** ROKA Staff Officers/LNOs, ROKA Staff Noncommissioned Officers (NCOs), ROKA aides-de-camp attached to U.S. Army units within Korea, and KATUSA soldiers will be afforded the same rights and privileges commensurate with their grade as their U.S. counterparts. Under no circumstances will these personnel be subjected to any form of verbal abuse or threatened with reassignment to the ROKA. U.S. and ROKA personnel who fail to comply with this clause may be subject to punishment under their respective military justice systems and each side notified of the results. KATUSA sergeants and corporals placed in leadership positions must be given the same authority as their U.S. counterparts. The authority of KATUSA sergeants and corporals is inherent in their position but U.S. commanders must ensure that soldiers supervised by a KATUSA sergeant or corporal are informed of the authority and responsibility of the KATUSA sergeant or corporal.

**1-10. CHAIN OF COMMAND.** There is one chain of command in a unit. The Joint Security Area (JSA) SF Battalion, the 23d Chemical Battalion, the KATUSA Training Academy (KTA), and the Combat Support Coordination Teams have a combined chain of command consisting of U.S. and ROKA personnel. Command authority rests with the unit commander. However, the administrative management and discipline of ROKA personnel assigned or attached to U.S. Army units are performed through ROKA administrative channels as established by the Commander, ROKA SG. Administrative management includes maintaining required ROKA personnel records and submitting required reports, conducting required ROKA training, managing the ROKA leave program, managing ROKA promotions and evaluations, managing the ROKA pay system, and holding disciplinary boards and effecting punishment. All matters concerning administrative management and discipline of ROKA personnel require close coordination by the supporting ROKA Staff Office and the chain of command.

**1-11. POLICIES.**

a. The personnel management of ROKA personnel assigned or attached to U.S. Army units is accomplished through ROKA channels.

b. Direct communication between HQ, ROKA and MSC commanders on matters dealing with the management of ROKA personnel serving with the U.S. Army is prohibited. Communication and/or coordination between HQ, ROKA and MSCs will be coordinated through the Chief, EUSA, G3, Training Division, and the Commander, ROKA SG.

c. ROKA Staff/LNOs are attached to U.S. Army units, but they remain assigned to ROKA HQ. They will be assigned duties and extended all courtesies and consideration commensurate with their status as officers of an allied force.

d. ROKA Staff NCOs are attached to U.S. Army units with duties and courtesies commensurate with their NCO status. Generally, they are attached to company or battalion-size units and work for the unit commander in the ROKA Staff Office.

e. KATUSA soldiers are assigned to U.S. Army units. However, they are not members of the armed forces of the U.S. and they are not subject to the Uniform Code of Military Justice (UCMJ). Discipline of KATUSA soldiers is accomplished by ROKA administrative procedure as stated in paragraph 1-9. Additionally, as members of the ROK Army, KATUSA soldiers are required to adhere to the military customs and courtesies outlined in ROKA regulations. Such customs and



courtesies include the exchange of salutes between enlisted ROKA soldiers of different rank. KATUSA soldiers will be integrated into their units and provided messing, billeting, duty assignments, and use of dayrooms, equipment and other facilities equally with their U.S. counterparts. KATUSA soldiers--

(1) May not be assigned tasks solely as laborers, cargo carriers, permanent guards, houseboys, kitchen police (KP), or other full-time fatigue details not directly related to their military occupational specialties (MOSs). This policy is intended to ensure that KATUSA soldiers do not perform a disproportionate share of housekeeping functions at the expense of their MOS-related training and duties. It does not preclude employment of KATUSA soldiers in any unit mission appropriate for their KATUSA MOSs, nor does it prohibit the rotation of KATUSA soldiers, as individuals, to housekeeping, guard, KP and headcount or security details to which U.S. Army personnel are detailed from a duty roster.

(2) Will not be used to perform personal services (cleaning/pressing uniforms or civilian clothes, polishing boots or shoes, chauffeuring private vehicles, etc.) for other U.S. or ROKA personnel.

(3) May be employed in the EUSA Postal System in administrative functions. KATUSA soldiers will not be used strictly to load/unload mail delivery vehicles. They may also be employed in official mail distribution centers/points to process official mail (except official registered mail) and as clerks/orderlies in the distribution of mail to ROKA personnel.

(4) Will not (nor will U.S. Army personnel) be given an option in regard to integration of billeting. Ethnic segregation of KATUSA soldiers and U.S. personnel **WILL NOT** occur. The nationality of an occupant in a room will have no bearing on the nationality of his roommates. Care will be exercised to ensure equality of both facilities and furnishings provided to U.S. and KATUSA soldier personnel (i.e., a KATUSA sergeant will be assigned a room comparable to a U.S. sergeant's room).

(5) With the primary KATUSA MOS of 88M or an Additional Skill Identifier (ASI) of 88 are the only KATUSA soldiers authorized to drive. An example of a KATUSA soldier MOS with an ASI for driving is 95B88 (military police soldier with driving duties). KATUSA soldiers will not be licensed to drive any vehicle larger than a 5-ton truck. IAW ROK law, KATUSA soldiers will not be licensed to drive cargo trucks (larger than 5 tons) or passenger buses unless they are at least 21 years old and have 18 months experience driving smaller vehicles. Under no circumstances is a KATUSA soldier authorized to drive until he completes EUSA driver's license requirements IAW AR 600-55, EUSA Suppl 1 to AR 600-55, and USFK Pam 385-2.

(6) Who are newly assigned will not undergo an initiation process in their units by senior KATUSA soldiers. Initiation activities breakdown the chain of command and place senior KATUSA soldiers in a higher position of authority than U.S. NCOs.

f. EUSA, G3 Training Division is the proponent for the KATUSA Soldier Program. Conflicts in the administration and/or management of ROKA personnel serving with the U.S. Army should be resolved at the lowest possible level of command through the assistance of ROKA Staff Officers/NCOs. Problems that cannot be resolved at MSC level should be forwarded in writing through the Chief, EUSA, G3 Training Division, to the Commander, ROKA SG.

g. While performing military police (MP) duties, KATUSA soldier MPs have identical authority and jurisdiction as U.S. MPs, with the exception of administering an oath under Article 136(b)(4), UCMJ. Also, KATUSA soldier MPs have the authority to give lawful orders to U.S. personnel as well as ROKA personnel in the performance of MP duties. Violation of such an order by military personnel is punishable under Article 92, UCMJ, as a violation of USFK Reg 27-5.

#### **1-12. RESPONSIBILITIES OF EUSA PERSONNEL.**

a. The Chief, EUSA, G3 Training Division, has overall staff responsibility for matters dealing with ROKA personnel attached to the U.S. Army. The following are the means by which the Chief, EUSA, G3 Training Division, will accomplish this responsibility:

(1) All EUSA staff actions pertaining to the KATUSA Soldier Program will be coordinated with EUSA, G3 Training Division, prior to implementation. This includes all regulations, memoranda, and EUSA-level meetings related to the training, personnel management, logistical, and morale and welfare support of KATUSA soldiers.

(2) All communication between EUSA staff elements or taskers to the ROKA SG will be routed for coordination through EUSA, G3 Training Division.

(3) Has staff tasking authority to resolve KATUSA soldier program issues.

(4) Commanders will staff actions that impact on the overall KATUSA Soldier Program with EUSA, G3 Training Division.

b. The Chief, EUSA, G3 Training Division, and the Commander, ROKA SG, will--

(1) Be responsible for maintenance of the KATUSA Soldier Manning Document. All changes will be coordinated with EUSA, G3 Training Division, and ROKA SG.

(2) Be responsible for maintenance of the KATUSA Soldier Mobilization Manning Document and ensuring the document is reviewed and updated as appropriate. All changes will be coordinated with EUSA, G3 Training Division, and ROKA SG.

(3) The Chief, EUSA, G3 Training Division, will provide staff supervision over the operations of the KATUSA Training Academy (KTA).

(4) Jointly establish training requirements and graduation standards at the KTA.

(5) Jointly establish policy and manage the reception, orientation, training, and administrative support of ROKA personnel.

(a) The Commander, ROKA SG, will monitor the screening process at Nonsan Basic Training Center to ensure that designated KATUSA soldiers are free of illness, injury, or mental illness prior to transfer to KTA.

(b) The Commander, ROKA SG, will receive KATUSA soldier replacement personnel from the ROKA and arrange for their transportation to the KTA.

(c) Provide reception processing, to include immunizations, issuance of supplementary uniform items, KATUSA Soldier Comfort Kits (KCK), and USFK Form 37EK (Auto) (Identification Pass).

(d) Provide basic military and physical training as established in approved programs of instructions.

(6) The Commander, ROKA SG, will establish policy for the procurement, classification, and assignment of ROKA personnel.

(7) The Commander, ROKA SG, will manage all aspects of military personnel administration for ROKA personnel.

(8) Quarterly, conduct a survey of KATUSA soldiers pertaining to initial entry training, KATUSA MOS training and use, English language training, quality of life, logistical support, the quality and quantity of KCK items, etc., and provide survey data and recommendations for improvement to the Chief, EUSA, G3 Training Division, and the MSC commanders.

(9) The Commander, ROKA SG, will provide expiration of term of service (ETS) training.

(10) Designate officers (one U.S. and one ROKA) to serve as the executive agents for the KATUSA Soldier Program Executive Council.

(11) Serve as the subject matter expert in the conduct of inspections under the CIP (EUSA G3 Training Division and Commander, ROKA SG).

c. The Assistant Chief of Staff (ACofS), G1, EUSA, will designate one officer or senior enlisted to sit on the KATUSA Soldier Program Executive Council and will establish policy for ROKA personnel in the areas of--

(1) Morale and welfare.

(2) Equal opportunity.

(3) The wear of uniform and insignia.

(4) Quality of life.

(5) U.S. Army Awards and Decorations.

(6) Establish policy for ROKA personnel use of EUSA recreational facilities/activities and participation in sporting events.

d. The ACofS, J1, USFK, will establish policy for ROKA personnel in the areas of--

(1) Pass policy.

- (2) Determination of legal ROKA holidays.
- e. The USFK Safety Office will establish policy for ROKA personnel in the area of safety.
- f. The ACofS, G2, EUSA, will designate one officer or senior enlisted to sit on the KATUSA Soldier Program Executive Council and will establish policy for ROKA personnel in the area of security orientation and training.
- g. The ACofS, G3, EUSA, will designate one officer or senior enlisted to sit on the KATUSA Soldier Program Executive Council and will establish policy--
  - (1) For assignment priority of ROKA personnel to U.S. Army units in coordination with EUSA, G3 Training Division, and the ROKA SG.
  - (2) For MOS training and qualification for KATUSA soldiers.
  - (3) For English language training.
  - (4) For sustainment training of ROKA personnel.
  - (5) For attendance of KATUSA soldiers at the Primary Leadership Development Course (PLDC).
- h. The ACofS, G4, EUSA, will designate one officer or senior enlisted to sit on the KATUSA Soldier Program Executive Council and will--
  - (1) Develop policy regarding the type and level of logistical support for ROKA personnel.
  - (2) Provide information to units/activities, in consultation with the Staff Judge Advocate (SJA), regarding the type and level of logistical support authorized for ROKA personnel, to include whether or not such support is reimbursable.
  - (3) Coordinate and staff with the Chief, EUSA, G3 Training Division, any matter pertaining to ROKA personnel support requirements, capabilities (to include availability), and funding.
  - (4) Conduct a bi-annual review of the replacement cost of all personal clothing issue items listed in table 6-1.
- i. The Command Chaplain, EUSA, will administer to the religious needs of ROKA personnel.
- j. The Surgeon/Commander, 18th MEDCOM, will designate one officer or senior enlisted to sit on the KATUSA Soldier Program Executive Council and will--
  - (1) Provide primary medical care and treatment (to include optical support) to all KATUSA soldier and ROKA staff/liaison personnel serving with EUSA at U.S. medical treatment facilities to the extent that the care is available. Medical treatment requiring long-term medical treatment (care

in excess of 30 days hospitalization or incapacitation) or care requiring treatment beyond the capabilities of the U.S. medical treatment facility will be referred to the nearest ROKA medical facility for treatment.

(2) Provide dental care and treatment for KATUSA soldier and ROKA staff/liaison personnel serving with EUSA.

(3) Monitor the health and sanitation standards of KATUSA soldier snack bars.

(4) Establish policy for award of the Expert Field Medic Badge to KATUSA soldiers.

k. The Commander, 8th PERSCOM, will designate one officer or senior enlisted to sit on the KATUSA Soldier Program Executive Council and will provide in-country postal services to ROKA personnel.

l. Commanders of MSCs will designate one officer or senior enlisted to sit on the KATUSA Soldier Program Executive Council as a General Member.

m. Commanders of U.S. Army units receiving ROKA personnel will--

(1) Within 72 hours of arrival, receive, orient, and integrate ROKA personnel into their units.

(2) Provide KATUSA soldier program orientation to all newly arrived U.S. Army personnel (Chief, EUSA, G3 Training Division).

(3) Conduct the required Subversion and Espionage Directed Against the U.S. Army (SAEDA) Briefing of newly assigned/attached ROKA personnel within 7 days after arrival. (See Appendix B for a bi-lingual SAEDA statement.)

(4) Ensure that ROKA personnel are integrated into their units and that they receive equal treatment, privileges, and responsibilities with their U.S. counterparts. Commanders will ensure that KATUSA soldiers are treated commensurate with their rank and that they receive MOS training. Unit NCOs to whom KATUSA soldiers are assigned will assist commanders in performing this duty.

(5) Conduct collective MOS training and on-the-job training.

(6) Ensure that KATUSA soldiers receive English training as outlined in chapter 5 of EUSA Reg 600-2.

(7) Ensure that section NCOICs will take steps to ensure KATUSA soldiers attend mandatory ROKA directed troop information and education classes.

(8) Provide authorized administrative and logistical support for ROKA personnel.

(9) Take an active interest in the relationship between U.S. and KATUSA soldiers and resolve potential causes of conflict and dissatisfaction.

(10) Conduct equal opportunity seminars for all assigned/attached personnel, which includes ROKA personnel, at least once each year.

(11) Ensure effective management of KATUSA soldier strength accountability.

(a) Verify the status of each KATUSA soldier daily. To improve accountability, unit commanders are encouraged, whenever and wherever needed, to have their ROKA Staff Officers/NCOs make unannounced, on-the-spot checks of KATUSA soldier status.

(b) Ensure that KATUSA soldiers absent from official duty are in possession of an USFK Form 37EK (auto), a DD Form 345EK (Armed Forces Liberty Pass) and an EA FL 17-1EK-R (Authority for Pass, KATUSA Soldier Personnel), Appendix L, page L-20 (which will be locally reproduced on 8 1/2-by 11-inch paper), signed by the unit commander. The unit will maintain a log of all KATUSA soldier leaves and passes for a period of one year.

(c) KATUSA soldier passes are not granted for periods in excess of those approved for U.S. soldiers.

(d) The status of any KATUSA soldier absent from official duty is verified (i.e., hospitalized, attached, or TDY).

(e) KATUSA soldier accountability is facilitated through daily coordination between the commander or his appointed representative and unit ROKA Staff Officers/NCOs who are most informed about ROKA policies and most knowledgeable about the KATUSA soldier.

(f) Coordination is made with the regional ROKA Staff Officer for assistance in preventing serious incidents when KATUSA soldiers are assigned to detachments apart from their parent HQ. Although KATUSA soldier and U.S. strength reporting is done through the EUSA command structure, regional ROKA Staff Officers can assist in the confirmation of KATUSA soldier strength accountability.

(12) Provide initial cross-cultural training to U.S. and KATUSA soldiers upon assignment to the unit. U.S. and KATUSA soldiers will receive one additional hour of cross-cultural training at least once each year. Commanders may request ROKA Staff Officers/NCOs support in presenting this training.

(a) Commanders will ensure that all soldiers receive training on EUSA Reg 600-2 and that all soldiers are knowledgeable of the regulation's content. This training should be accomplished upon assignment of the soldier to the unit and annually thereafter.

(b) Commanders will ensure that at least twice a year the KATUSA Soldier Program is a topic of unit officer/NCO professional development (PD) classes. Assistance for these classes can be obtained from EUSA, G3, Training Division, ATTN: ROKA Affairs LNO, Unit #15236, APO AP 96205-0089. Unit ROKA Staff Officers and NCOs can also assist in these classes.

(c) Commanders are encouraged to maintain open communications with ROKA Staff Officers/NCOs. ROKA Staff Officers/NCOs are likewise encouraged to maintain open communication channels with U.S. commanders.

(d) ROK-U.S. goodwill events (athletic matches, speech contests, talent contests, visits to orphanages and old peoples' homes) are encouraged. When family members are included, the families of ROKA Staff Officers/NCOs should be invited also.

(e) Commanders will support the KATUSA Soldier Week, held annually, normally during the second week of May. This event should take precedence over all other training. Commanders should maximize participation by KATUSA and U.S. soldiers. Funding for KATUSA Soldier Week will be budgeted by the installation or MSC budget officer. Recommended events are talent contests, sports events, and exhibitions. The Commander will obtain the advice of ROKA Staff Officers/NCOs when determining events.

(f) The KATUSA Soldier Service Lapel Button and Scroll of Gratitude will be issued to KATUSA soldiers before they ETS. The unit will maintain a roster listing the names, serial number, ETS date, and signature of the KATUSA soldier.

(13) Ensure that KATUSA soldiers are assigned only to authorized MOS positions listed on the current KATUSA Soldier Manning Document. Changes to the manning document may be submitted through command channels to the Commander, EUSA, ATTN: EAGC-TD-COT, Unit #15236, APO AP 96205-0009, IAW paragraph 2-1 of this regulation.

(14) Ensure the supporting SJA office is immediately notified upon learning of a KATUSA soldier driver's arrest, detention, or request to appear before a Korean prosecutor (details are described in subpara 2-16d).

(15) Assist the ROKA Staff Officer/NCO in his unit.

### **1-13. RESPONSIBILITIES OF ROKA PERSONNEL.**

a. Commander, ROKA SG. As a representative of ROKA personnel assigned or attached to EUSA, the Commander, ROKA SG, takes responsibility for the management of KATUSA soldiers and additionally is in charge of the liaison between HQ, ROKA and EUSA concerning the program. He is responsible for the dissemination of ROKA policy directives and the administration and management of all ROKA personnel. He jointly shares responsibility for the implementation of the KATUSA soldier program with the Chief, G3 Training Division. (See subpara 1-10b).

b. ROKA LNOs.

(1) The duties and responsibilities of ROKA LNOs are dependent on the unit/staff section to which they are attached. However, LNOs will not normally--

(a) Have any U.S. or KATUSA soldiers reporting to them or working for them. This does not preclude administrative support being provided to them by a U.S. or KATUSA soldier (e.g., typing, driving, etc.). However, the soldier providing that support works for and reports to a member of the U.S. chain of command.

(b) Participate in the management of U.S. and/or ROKA personnel beyond basic leadership responsibilities by virtue of being an officer in an allied army. However, in the conduct of correcting an errant KATUSA soldier, the ROKA LNO may take corrective action.

(2) The ROKA LNO is not directly engaged in the management of ROKA personnel assigned/attached to U.S. Army units; he may advise commanders concerning the effective use and management of KATUSA soldiers. ROKA LNOs may perform a dual role as ROKA Staff Officers when a ROKA Staff Officer has not been attached to a particular post or camp within EUSA.

c. ROKA Staff Officers. ROKA Staff Officers are responsible to the commander of the unit to which they are attached for the total personnel and administrative management of assigned or attached ROKA personnel. Their main task is the management of the KATUSA soldier program for the unit during armistice and wartime. This responsibility is in coordination with other primary staff officers. ROKA Staff Officers will--

- (1) Provide coordination between the ROKA SG and their EUSA unit.
- (2) Directly supervise the operation of ROKA Staff Offices.
- (3) Serve as the commander's primary action officer on all KATUSA soldier related personnel management actions, requirements, and activities.
- (4) Plan and execute all ROKA directed KATUSA soldier education/training in coordination with unit commanders.
- (5) Provide advice and recommendations to their unit commanders on KATUSA soldier matters.
- (6) Convene KATUSA soldier disciplinary boards upon request of unit commanders or when required by ROKA policy.
- (7) Monitor actions for the enhancement of KATUSA soldier morale and welfare.
- (8) Advise their unit commanders on matters pertaining to KATUSA soldier equal opportunity.
- (9) Conduct ROKA directed troop information and education classes.
- (10) Disseminate ROKA policy directives to KATUSA soldiers through ROKA channels after informing the appropriate U.S. commander.
- (11) Convene KATUSA soldier formations for the purpose of providing KATUSA soldier in-processing and out-processing information (in coordination with the U.S. commander).
- (12) Be used, if necessary, in a limited role as an LNO for the purpose of maintaining contact between ROKA units, local civil authorities, and the U.S. unit to which he is attached.

d. ROKA Command Sergeants Major. Specific duties are dependent upon the unit to which they are assigned. General duties are advisors to the Commander, ROKA SG, Regional Senior ROKA Officers, ROKA Staff Officers and other functions similar to those of their U.S. counterparts.



e. ROKA Staff NCOs. ROKA Staff NCOs are the focal point for the successful integration of KATUSA soldiers into the assigned U.S. Army unit. Their main task is the management of the KATUSA soldier program for the unit. They bridge the gap between culture and language differences. Specifically, ROKA Staff NCOs will--

(1) Serve as interpreters, when necessary, between unit commanders and KATUSA soldiers.

(2) Counsel KATUSA soldiers on personal problems, when necessary, or when directed by unit commanders.

(3) Recommend appropriate disposition of KATUSA soldier management actions, disciplinary actions, and ROKA policies. Advise unit commanders on matters of health, morale, and welfare of KATUSA soldiers.

(4) Assist in the planning and execution of ROKA directed KATUSA soldier training.

(5) Assist the unit commander in orienting newly assigned KATUSA soldiers on unit mission, duties and policies.

(6) Prepare and maintain status books, files, boards, and charts on KATUSA soldiers as required by ROKA policy.

(7) With the approval of the unit commander, hold special KATUSA soldier formations for the purpose of disseminating ROKA policy directives.

(8) Perform other duties as required and directed by the unit commander to ensure that U.S. Army and KATUSA soldiers function effectively as a cohesive unit.

f. ROKA Officers and NCOs assigned to unit leadership positions. ROKA Officers and NCOs assigned to unit leadership positions will perform the same functions as ROKA Staff Officers and NCOs in the management of the KATUSA Soldier Program. But, as members of the unit chain of command, they also have a responsibility to function within the bounds of the unit in the effective accomplishment of the unit's mission. Their role in the management of the KATUSA soldier program should not affect their leadership role and their leadership role should not affect their responsibilities in managing the KATUSA soldier program.

g. Senior KATUSA Soldier. Company level units with assigned KATUSA soldiers without an assigned ROKA Staff NCO will have a full-time senior KATUSA soldier position identified on its KATUSA soldier manning document. The unit commander will appoint a senior KATUSA soldier NCO to serve as the Senior KATUSA Soldier in coordination with the local ROKA Staff Office. The senior KATUSA soldier performs those duties of the ROKA Staff NCO for the unit to which he is assigned. The senior KATUSA soldier works for the commander and will perform duties as directed by the commander. His main task is to manage the KATUSA soldier program for the unit commander. The senior KATUSA soldier is not a member of the chain of command. The senior KATUSA soldier also contributes to accident prevention by monitoring the personal problems of all KATUSA soldiers assigned to the unit. Also, the senior KATUSA soldier serves as a link to the unit

leadership for KATUSA soldiers in matters dealing with personnel administration, military discipline, law and order, morale and welfare, ROKA directed education, ROK/U.S. friendship activities and other duties directed by the unit commander. The unit commander will issue the senior KATUSA soldier a letter of appointment in an official ceremony. Specific duties of the Senior KATUSA Soldier are--

- (1) Responsibility for reporting the unit's KATUSA soldier status (leave, pass, hospitalization, etc.) to the supporting ROKA Staff each duty day.
- (2) To serve as the KATUSA Soldier Representative on the Unit Fund Council and advise the commander on the use of the KATUSA Soldier Welfare Fund.
- (3) To assist the commander in the management of events for KATUSA Soldier Week.
- (4) To serve as the unit KATUSA soldier Equal Opportunity (EO) representative.
- (5) To serve as an advisor to the commander in dealing with problems between KATUSA and U.S. soldiers.
- (6) To serve as a representative of KATUSA soldiers in promoting ROK/U.S. friendship activities.
- (7) To provide training on the KATUSA soldier program and Korean culture to newly assigned U.S. soldiers.
- (8) To disseminate ROKA directives on behalf of the ROKA Staff Office as an assistant in ROKA personnel management.
- (9) To perform additional duties as directed by the unit commander.

**1-14. KATUSA SOLDIER EQUAL OPPORTUNITY (EO) PROGRAM.**

- a. The Chief, EUSA EO Office, assisted by EUSA EO Advisors, is responsible for staff supervision of the Command EO Program and all matters pertaining to KATUSA/U.S. soldier relationships.
- b. A designated officer from ROKA SG will assist the Chief, EUSA EO Office, on policy, guidance and operational procedures needed to fulfill EO training requirements for KATUSA soldiers. This designated officer will assist and advise the unit KATUSA Soldier EO representatives on the EO program and EO related activities. Also, they assist and advise the Chief, EUSA EO Office, on all matters pertaining to KATUSA/U.S. soldier relationships and accompanies G1, EUSA, personnel on staff assistance visits to monitor implementation of the EO program.
- c. Commanders will ensure MSCs establish EO training consistent with HQDA and EUSA policies. All personnel, to include civilians and KATUSA soldiers, will receive EO training. Unit commanders will ensure the following:

(1) That newly assigned U.S. personnel receive orientation on the KATUSA Soldier Program.

(2) That training sessions are conducted that promote better understanding of both Korean and U.S. cultural differences.

(3) That all KATUSA soldiers receive the equivalent treatment as their U.S. counterparts, and take appropriate action when they don't.

**1-15. KATUSA SOLDIER PROGRAM EXECUTIVE COUNCIL.** The KATUSA Soldier Program Executive Council will provide command oversight of the KATUSA Soldier Program within EUSA. The Council will meet periodically to discuss and resolve issues concerning the KATUSA Soldier Program. As proponents for the KATUSA Soldier Program, the EUSA, G3 Training Division, and ROKA SG are the executive agents for the Council. The Council consists of two bodies -- the Executive Committee and General Members.

a. The Executive Committee will meet regularly to decide policy and resolve issues concerning the program. The Executive Committee will consist of representatives from the following staff sections and agencies:

(1) G3 Training Division.

(2) ROKA SG.

(3) G1, G2, and G4.

(4) 18th MEDCOM.

(5) 8th PERSCOM.

(6) AAFES.

b. The General Members is comprised of the Executive Committee and representatives from each MSC identified within this regulation. The General Members will meet periodically to discuss policy and resolve issues affecting units in implementation of the program.

**1-16. KATUSA SOLDIER PROGRAM EFFECTIVENESS SURVEYS.** G3 Training Division and ROKA SG will conduct periodic surveys of unit leadership, KATUSA soldier supervisors, and KATUSA soldiers to identify potential weaknesses in the program. These surveys will be conducted at least four times during a KATUSA soldier's assignment to the EUSA - once immediately after completion of training at the KTA and after assignment to a unit, once between 12 to 18 months of service with EUSA, once just prior to promotion to E5, and lastly, just prior to the KATUSA soldier's separation from EUSA.

**CHAPTER 2****PERSONNEL MANAGEMENT****2-1. ROKA PERSONNEL AUTHORIZATIONS FOR EUSA.**

a. KATUSA soldier authorizations are established in the KATUSA Soldier Manning Document. HQ, ROKA, determines KATUSA soldier authorizations annually. Development of the KATUSA Soldier Manning Document is a combined responsibility of ROKA SG and EUSA, G3 Training Division. This document is approved by the Commander, EUSA and signed by the Chief of Staff, EUSA. All MSCs that desire changes to the manning document should submit their request with justification on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the EUSA, G3 Training Division. If the requested change does not require an increase in EUSA KATUSA soldier authorizations from ROKA, the EUSA, G3 Training Division and ROKA SG and will determine if the change is justified and then submit the change to the Commander, EUSA, for approval. If the change requires an increase in EUSA KATUSA soldier authorizations from ROKA, the change will be submitted to the Commander, EUSA, and HQ, ROKA for approval. The manning document is reviewed and updated annually with an effective date of 15 June.

b. Wartime mobilization of KATUSA soldiers and KATUSA soldier authorizations during mobilization will be specifically addressed in appropriate war plans. Mobilized reserve KATUSA soldiers will be assigned to TPFDD units at two per company, four per battalion/brigade headquarters, and ten per division/corps headquarters. These KATUSA soldiers are assigned to these units to provide language support to the unit. Priority of assignment will go to combat, military police, civil affairs, and psychological operations units. Units remaining in the COMMZ will not usually be assigned mobilized reserve KATUSA soldiers.

c. The ROKA SG will authorize ROKA Staff Officers and NCOs for MSCs and other organizations based on the size of the unit and the number of KATUSA soldier authorizations.

**2-2. REQUIREMENTS FOR ROKA PERSONNEL.** The EUSA procures its ROKA personnel through requisitions submitted on a monthly basis by ROKA SG to ROKA HQ. All KATUSA soldiers are selected in compliance with ROKA policy, which establishes English ability and provides for background investigations.

**2-3. ROKA PERSONNEL TOURS OF DUTY.**

a. Extensions of the normal tour of duty are not authorized except under exceptional circumstances. Requests citing complete justification will be submitted in memo format to the Commander, ROKA SG. Approval authority rests with HQ, ROKA.

b. The curtailment of the normal tour of duty (i.e., the early return to the ROKA of ROKA personnel) is only done under exceptional conditions. Therefore, it is limited solely to cases involving disciplinary action, physical or mental reasons clearly established by ROK and U.S. Army medical authorities, or early discharge from the ROKA under ROKA regulations.

(1) ROKA personnel will not be returned to the ROKA early because of limited training prior to assignment and/or attachment to a U.S. Army unit. Additionally, they will not be returned because of insufficient linguistic ability. In unusual cases, commanders can request the Chief, EUSA, G3 Training Division, to review training and other inadequacies and recommend remedial action.

(2) A KATUSA soldier may be returned to the ROKA as a result of a ROKA disciplinary board. In all cases, the final decision to return a KATUSA soldier to the ROKA rests with the Commander, ROKA SG.

#### **2-4. REPLACEMENT OF ROKA PERSONNEL.**

a. Units do not need to request replacements for KATUSA soldiers. On a monthly basis, the ROKA SG automatically programs replacements for KATUSA soldiers who ETS. Replacements are made based on unit KATUSA soldier losses and KATUSA Soldier Manning Document authorizations. During hostilities, units will report KATUSA soldier losses on the Personnel Daily Summary through personnel channels. The 8<sup>th</sup> PERSCOM will forward KATUSA soldier casualty information to the ROKA SG for replacements. During wartime, units will be supported at the levels identified in appropriate war plans.

b. ROKA Staff/LNO/Aide-de-Camp Officers, Command Sergeants Major and Staff NCOs are automatically replaced by the ROKA SG. Replacements are influenced by overall ROKA Officer/NCO strength. The ROKA SG does not always have an officer/NCO immediately available to replace departing officers/NCOs, although all efforts are made to fully support EUSA ROKA Officer/NCO needs.

#### **2-5. RECEPTION, ORIENTATION, TRAINING, AND CLASSIFICATION OF ROKA PERSONNEL.**

a. ROKA Staff/LNOs report to the Commander, ROKA SG, for an orientation on the operation and administration of the KATUSA Soldier Program. They are issued a USFK Form 37EK (auto).

b. ROKA NCOs selected to be ROKA Staff NCOs undergo required training IAW ROKA SG policy.

c. Military occupation specialty (MOS) assignment. Based on unit requirements for KATUSA soldiers, assignments in applicable MOSs are made by the Commander, ROKA SG.

d. The processing of KATUSA soldiers at the KTA is as follows:

(1) Reception and orientation.

(a) Initial clothing issue.

(b) Medical screening.

(c) ROKA and U.S. Army orientation, drill and ceremony, customs and courtesies, and physical training.

(2) English training. The KATUSA soldier receives 56 hours of English language instruction. This instruction is based on DLI material and emphasizes listening and speaking.

(3) Common task training (CTT). The KATUSA soldier is trained on the current fiscal year CTT tasks.

(4) Physical training.

## **2-6. INITIAL ASSIGNMENT/ATTACHMENT OF ROKA PERSONNEL.**

a. ROKA Staff/LNOs. The Commander, ROKA SG, will determine the unit to which a new ROKA Staff/LNO should be attached.

b. ROKA aides-de-camp. Any officer provided by ROKA HQ against a specific aide-de-camp requisition will be attached for duty only as that general officer's aide.

c. ROKA Staff NCOs. The Commander, ROKA SG, will determine IAW the approved KATUSA Soldier Manning Document the unit to which a new ROKA Staff NCO will be assigned.

d. KATUSA Soldiers. The Commander, ROKA SG, will make assignment of new KATUSA soldiers to EUSA units. Unit replacement requirements and manning document authorizations are considered when assigning new KATUSA soldiers. EUSA KATUSA Soldier Program Office will publish orders of newly assigned KATUSA soldiers. Under normal conditions, unit assignment will not change during the KATUSA soldier's tour of service with EUSA. (Subpara 2-8d provides information on changing KATUSA soldier assignments.)

(1) The Commander, KTA, will prepare an assignment memorandum to the unit commander once ROKA SG completes individual assignments. Individual KATUSA soldier personnel records, health records, PT card and training records will be attached to this assignment memorandum. Figure 2-1, Appendix L, page L-2, is an example of the assignment memorandum.

(2) The unit commander will complete the endorsement of the assignment memorandum and return it to the HQ, EUSA, ATTN: EAGC-TD-COT, Unit #15236, APO AP 96205-0009, within 10 days of the assignment of the KATUSA soldier.

## **2-7. INITIAL KATUSA SOLDIER MOS CLASSIFICATION AND UTILIZATION.**

a. ROKA Staff NCOs come to the EUSA already possessing primary MOSs. Since the program is voluntary, the ROKA NCOs' MOS(s) do not always directly relate to their manning document positions, although ROKA SG maintains MOS-duty position correlation when possible.

b. KATUSA soldiers will be KATUSA MOS classified by the ROKA SG. Close coordination will be made with commanders and local ROKA Staff Office to ensure the most critical positions are being filled. In awarding a KATUSA MOS classification, the individual's previous experience and current educational level are considered. Commanders will ensure that KATUSA soldiers are trained on common and KATUSA MOS specific tasks that support the unit's collective tasks.

(1) The Commander, ROKA SG, publishes orders assigning a KATUSA MOS.

(2) The Commander, ROKA SG will determine the disposition of KATUSA soldiers who fail to successfully complete KATUSA MOS training and certification. Options include additional training or KATUSA MOS reclassification. The final authority on KATUSA MOS reclassification is the Commander, ROKA SG.

## **2-8. ROUTINE REASSIGNMENT/CHANGE OF ATTACHMENT OF ROKA PERSONNEL.**

a. ROKA Staff/LNOs. The Commander, ROKA SG will accomplish the change of attachment of ROKA Staff/LNOs, IAW the provisions of ROKA Reg 113 (available at ROKA Management Division, ROKA SG) and the current status of ROKA Staff/LNOs attached to EUSA.

b. ROKA aides-de-camp. Any ROKA aides-de-camp whose tour of duty is abbreviated from the normal 24-month period because an incoming general officer prefers a new aide will normally be reassigned to a ROKA Staff/LNO position in EUSA.

c. ROKA Staff NCOs. It is the policy of both the HQ ROKA and HQ EUSA, for ROKA Staff NCOs to serve in two different units during their tour of duty with the U.S. Army. The Commander, ROKA SG, will determine the major subordinate command to which a mid-tour reassignment will be made. ROKA SG will publish orders.

d. KATUSA soldiers. Once a KATUSA soldier is assigned to a EUSA unit he will not be reassigned without due cause. A unit commander must inform, in advance, the ROKA Staff Office that supports his unit, of a change in duty position for KATUSA soldiers. KATUSA soldiers will not be assigned to a position outside their MOS. All reassignments of KATUSA soldiers will be determined and approved by the Commander, ROKA SG. However, the needs of EUSA will be taken into account and in cases of disagreement on reassignments, the Chief, G3 Training Division, and the Commander, ROKA SG, will meet to resolve the issue.

**2-9. RECLASSIFICATION OF KATUSA SOLDIERS.** ROKA Regulations 122, 123 and 302 govern reclassification of KATUSA soldiers. The same principles that apply to the reclassification of U.S. Army enlisted soldiers apply to KATUSA soldiers as well. Specifically, reclassification should be a last recourse. Commanders will request KATUSA soldier reclassifications through their ROKA Staff Officer who will evaluate the request and recommend approval/disapproval to the Commander, ROKA SG. The Commander, ROKA SG, is the final approval authority.

## **2-10. PROMOTION OF ROKA PERSONNEL.**

a. KATUSA soldiers may be promoted up to the rank of sergeant as outlined by procedures in subparagraph 2-10b. Promotion is IAW ROKA policy. A conscious action must be taken by the unit commander to preclude the unwarranted promotion of a KATUSA soldier.

b. The Commander, ROKA SG, IAW ROKA regulations, decides promotions for KATUSA soldiers. If the unit commander believes a KATUSA soldier should not be promoted for disciplinary reasons, inefficiency, failure to pass the Army physical fitness test (APFT), or failure to qualify on an assigned weapon, he should provide a written statement to the ROKA Staff Officer outlining the reasons to delay the promotion. After evaluating the statement, if the ROKA Staff Officer disagrees with the recommendation of the unit commander, both the ROKA Staff Officer's and the unit commander's statements will be forwarded to, and evaluated by the Commander, ROKA SG. The Commander, ROKA SG, is the final authority.

c. ROKA SG will provide two copies of KATUSA soldier promotion orders to the unit commander. The Adjutant Section, ROKA SG, will consolidate all promotion orders and coordinate necessary pay changes with the Finance Officer, ROKA HQ.

d. The Administration Section, ROKA SG, will provide rank insignia upon receipt of promotion orders. ROKA Staff Officers and ROKA Staff NCOs will provide promotion reports to commanding officers. A promotion ceremony for KATUSA soldiers will be conducted by commanding officers when possible on the first duty day of the month. Commanders should conduct KATUSA soldier and U.S. soldier promotions together at the same ceremony.

**2-11. PAY MANAGEMENT.** The ROK Government through the ROKA SG pays ROKA personnel serving with the U.S. Army in won. The Commander, ROKA SG, designates each ROKA Staff Officer or ROKA Staff NCO as paymaster. U.S. commanders to whom paymasters are assigned or attached will provide transportation for them on ROKA paydays.

## **2-12. STRENGTH ACCOUNTING.**

a. Morning Reports are prepared daily on ROKA Form 1-6-30 (Daily Status Report) in Korean. Morning Reports are a ROKA SG requirement and will be submitted to ROKA SG through ROKA Staff Office administration channels.

b. Monthly, by the 15<sup>th</sup> of each month, units will submit a KATUSA Soldier Unit Manning Report via electronic means (MS Excel format) to the EUSA KATUSA Soldier Program Office. See Figure 2-2, Appendix L, page L-3, for the format and instructions.

c. During wartime, U.S. commanders will report KATUSA soldier strength concurrently with U.S. strength on the Personnel Daily Summary report.

**2-13. CLEARANCE PROCEDURES.** Installation commanders will establish necessary clearing procedures for ROKA personnel serving with the U.S. Army on the same basis as for U.S. Army personnel. ROKA personnel are required to surrender their USFK Form 37EK (auto). The unit will maintain a copy of the final installation clearance form on file and provide a copy to the unit ROKA Staff Officer/NCO.



**2-14. DISCIPLINE, LAW, AND ORDER.**

a. Orders from U.S. officers, warrant officers, and NCOs transmitted to subordinate ROKA personnel serving with the U.S. Army are lawful orders and will be obeyed by ROK Armed Forces personnel. Likewise, subordinate U.S. personnel will obey lawful orders of superior ROKA personnel. ROKA personnel serving with the U.S. Army are not members of the armed forces of the U.S.; accordingly, they are not subject to the UCMJ. An important policy difference between ROKA and U.S. military personnel is the area of discipline, law, and order. In this area, ROKA standards and responses are required for ROKA personnel. Any necessity for adverse action against a ROKA officer serving with the U.S. Army will be brought to the attention of the Commander, ROKA SG. The matter will be turned over to the Chief of Staff, ROKA, for necessary action and resolution.

b. Discipline of KATUSA soldiers is accomplished in the form of non-punitive disciplinary measures, disciplinary training, disciplinary boards, or judicial actions. ROKA Staff Offices or the ROKA SG may only take disciplinary training, disciplinary boards, or judicial action. Under no circumstances will U.S. personnel be used in the actual imposition of any punishment given as a result of a disciplinary board. Nothing in this paragraph is intended to preclude commanders from exercising normal administrative withholding of privileges, extra training (corrective training), and administrative restrictions when appropriate under non-punitive disciplinary measures.

(1) Non-punitive disciplinary measures usually deal with misconduct resulting from simple neglect, forgetfulness, laziness, inattention to instructions, sloppy habits, immaturity, difficulty in adjusting to disciplined military life, and similar deficiencies. These measures are primarily tools for teaching proper standards of conduct and performance and do not constitute punishment. Accepted forms of non-punitive disciplinary measures are:

(a) Denial of pass or other privileges - the Commander can deny a KATUSA soldier a pass or other privileges in an effort to correct soldier discipline.

(b) Counseling - a KATUSA soldier may be counseled on his performance and this counseling may become a part of his official record and reflected in performance appraisals.

(c) Administrative reprimands and admonitions - a written disapproval of a KATUSA soldier's action.

(d) Extra training - training given to the KATUSA soldier to correct a performance deficiency. This is one of the most effective non-punitive measures available to a commander. It is used when a soldier's duty performance has been substandard or deficient; for example, a soldier who fails to maintain proper attire may be required to attend classes on the wearing of the uniform and stand inspection until the deficiency is corrected. The training or instruction must relate directly to the deficiency observed and must be oriented to correct that particular deficiency. Extra training or instruction may be conducted after duty hours and it must be supervised.

(2) Disciplinary training. ROKA Staff/LNOs and ROKA Staff NCOs will make on-the-spot corrections of KATUSA soldiers for minor infractions of ROKA military discipline. Normally, minor infractions will be referred to disciplinary training; however, offenses deemed by the commander to be unusually flagrant or willful in nature, may be referred to a disciplinary board. Procedures for this training are as outlined by ROKA regulations and ROKA SG SOPs.

(3) Disciplinary board.

(a) The disciplinary board is the most severe type of action commanders may take. The disciplinary board is appropriate when a commander would consider punishment under the UCMJ or MCM for U.S. soldiers. The disciplinary board is established under ROKA HQ directives and is conducted by ROKA Staff/LNOs or ROKA Staff NCOs. A KATUSA soldier may be referred to a disciplinary board at the request of his unit commander or when notified to appear by HQ, ROKA. Additionally, ROKA Staff Officers and ROKA Staff NCOs may refer a KATUSA soldier to a disciplinary board after consulting with the KATUSA soldier's chain of command.

(b) When a commander determines that there is just cause to refer a KATUSA soldier to a disciplinary board, he will request a disciplinary board, in writing, to the unit ROKA Staff Officer/NCO. If the unit does not have a ROKA Staff Officer/NCO, he will submit the request to the next higher level of command until it reaches the level where a ROKA Staff Officer/NCO is attached. In all cases, the ROKA Staff Officer/NCO will conduct the disciplinary board and will determine if punishment is required. The ROKA Staff Officer/NCO will also notify the commander of the type and amount of punishment administered. If no punishment is administered, the ROKA Staff Officer/NCO will inform the commander why he determined that the KATUSA soldier should not be punished. In some cases, U.S. personnel may be allowed to appear in defense of or against a KATUSA soldier as a witness or spokesman. Units will maintain request for disciplinary boards and any punishment imposed in the soldier's local file until ETS. Figure 2-3, Appendix L, page L-4, is a sample request for disciplinary board proceedings.

c. Other acts of misconduct. Other acts of misconduct may be serious in nature and require punitive action IAW ROKA regulations. The unit commander cannot request the return of a KATUSA soldier to the ROKA, but can report his acts of misconduct and recommend a disciplinary board when appropriate.

d. Retention of KATUSA soldiers beyond ETS. Based on ROK public law, a KATUSA soldier on whom separation orders have been published may be retained beyond ETS only for investigation of or prosecution for an offense serious enough to warrant pretrial confinement. KATUSA soldiers placed under formal arrest prior to the publication of separation orders are automatically retained until the matter is resolved. A KATUSA soldier who is not confined or placed under formal arrest will be processed and separated from the ROKA. Commanders desiring to pursue litigation must coordinate with local judge advocates that may refer the incident to Korean civil police authorities for investigation and/or prosecution in a Korean civil court.

e. Absent without leave (AWOL). Units will report KATUSA soldiers who absent themselves without leave to the supporting ROKA Staff Office. KATUSA soldiers who absent themselves without leave will be dropped from the rolls 15 days after their departure from their unit. Their records will be forwarded to the Commander, ROKA SG.

f. In cases where ROKA officers and NCOs attached to EUSA feel that a U.S. soldier has been disrespectful and/or has committed an act that warrants punishment, they must report the offense to the soldier's commander and request correction and/or punishment. The commander will investigate the alleged offense, and based on the results of the investigation, will take appropriate action. The commander will inform the ROKA officer/NCO of the amount/type of punishment rendered, if any.

## **2-15. CLAIMS.**

a. Under the ROK-U.S. SOFA, acts or omissions of KATUSA soldiers causing death, injury, or property damage to others may give rise to claims by the person(s) suffering damage. Any such incident must be promptly and carefully investigated IAW the provisions of AR 27-20. The U.S. Armed Forces Claims Service will determine U.S. liability for damages caused by acts or omissions of KATUSA soldiers while on duty.

b. ROKA personnel may not present a claim against the U.S. under the provisions of AR 27-20, chapter 11.

c. Solatium. Solatium payments are important for the maintenance of positive relations. Commanders will comply with solatium payment guidance as addressed in USFK Reg 526-11.

## **2-16. INVESTIGATION, SEARCH, SEIZURE, AND APPREHENSION OF ROKA PERSONNEL.**

a. Off-post violations. ROKA personnel involved in off-post violations involving ROKA MPs will be reported through ROKA channels to the Commander, ROKA SG, who will take appropriate action IAW ROKA regulations and will notify the unit commander concerned through the ROKA Staff Officer.

b. On-post violations. IAW Article XXII, Paragraph 10 of the SOFA between the United States of America and the Republic of Korea, ROKA personnel (officer, NCO, or KATUSA soldier) involved in the commission or attempted commission of an offense on a U.S. facility may be apprehended. These ROKA personnel will be turned over to ROKA authorities immediately. Also, the Commander, ROKA SG, should be notified immediately. If detention is required pursuant to paragraph 2-16(c)(1) below, it will only be for the minimum time necessary to transfer custody of the alleged offender to ROKA authorities.

(1) KATUSA soldiers who are witnesses to, or knowledgeable of, a specific incident may be questioned if willing to answer questions. However, a ROKA Staff Officer or ROKA Staff NCO must be present during any questioning of a KATUSA soldier demonstrating unwillingness to be interviewed. When a KATUSA soldier refuses to be interviewed by a U.S. official or requests to be interviewed by a ROKA SG official, it must be approved. While KATUSA soldiers are not subject to the UCMJ and U.S. constitutional protection, every effort should be expended to treat KATUSA soldiers fairly and justly.

(2) The quarters and personal effects of a KATUSA soldier suspect may be searched and items seized under the same circumstances, and to the same extent, as that of U.S. military personnel. Such searches and seizures will be conducted in the presence of the applicable ROKA Staff Officer or ROKA Staff NCO. Search and seizure of KATUSA soldiers or their property by ROKA Staff/LNOs or ROKA Staff NCOs without the presence of the appropriate U.S. unit commander or his designated representative is not permitted.

(3) KATUSA soldiers who are requested by the Korean CID or other ROK authorities for investigation or interrogation will be released without delay. Concurrently, the unit commander, ROKA Staff Officer or ROKA Staff NCO, local Provost Marshal, and the Commander, ROKA SG, must be notified immediately.

**c. Detention and charges.**

(1) KATUSA soldiers may be placed in a detention cell pending release to ROKA authorities if they are combative, attempt to destroy evidence, attempt to flee, or attempt to hurt themselves or others.

(2) Upon receipt of a confinement notification from ROKA authorities, the Commander, ROKA SG, will publish reassignment orders to the ROKA confinement unit. The effective date cited in the orders will be the date the individual is to be confined.

(3) Except for vehicle related charges, KATUSA soldiers found guilty of charges by ROKA Military Justice will not be returned to EUSA.

(4) KATUSA soldiers found not guilty, or who are otherwise exonerated of charges, will have their KATUSA soldier status restored, and they will be reassigned to their former EUSA unit.

**d. Detention or arrest of KATUSA soldier drivers.**

(1) Under Korean law, any driver involved in an automobile accident resulting in personal injury or death is subject to immediate confinement. While USFK has no legal authority to intervene in the criminal prosecution of Koreans, we do have ways to assist our KATUSA soldiers involved in line of duty accidents. Avoidance of, or speedy release from, pretrial confinement can be greatly assisted by the early involvement of the U.S. Armed Forces Claims Service. To assist in ensuring that this is done, commanders must ensure that their supporting SJA office and the claims service are notified immediately whenever KATUSA soldiers are involved in such accidents. Commanders must also ensure that all KATUSA soldier drivers carry a bilingual letter from their respective commanders stating that--

*The U.S. Government owns this vehicle, and therefore the driver is not expected to carry private liability insurance. If the vehicle is involved in an accident, the victim may file a claim with the closest District Compensation Committee. The ROK and U.S. Governments IAW the ROKA State Redress Act and ROK-U.S. SOFA will then adjudicate the claim. In the event of accident, the U.S. Armed Forces Claims Service should be immediately contacted at Seoul, 738-8019. Claims Service Personnel will provide information on how to file a claim and what compensation is available to injured*

*parties. In view of victim compensation procedures established by the SOFA, the U.S. respectfully requests that the driver of this vehicle not be incarcerated or prosecuted solely because of failure to carry private liability insurance on this vehicle when this vehicle is driven in official performance of duties.*

(2) The most current list of ROK District Compensation Committees must be attached to the letter above, which is to be typed on unit letterhead and signed by the commander. A list, current as of the date of this regulation, is shown at appendix D. Updates may be obtained from the U.S. Armed Forces Claims Service.

## CHAPTER 3

### PERSONNEL ACTIONS

#### 3-1. AWARDS AND DECORATIONS.

a. AR 600-8-22, AR 672-7(C) and USFK Reg 672-2, govern the award of U.S. Army decorations and badges to ROKA personnel serving with the U.S. Army.

b. U.S. decorations and badges will be announced in orders published by the awarding authority. Two copies of orders will be furnished to the Commander, ROKA SG, through ROKA Staff Offices.

c. ROKA HQ has consented to the awarding of the following badges and appurtenances to KATUSA soldiers by EUSA if they meet the eligibility criteria outlined in the applicable U.S. Army directives. MSCs are encouraged to establish programs for the award of these badges:

(1) Drivers Badge.

(2) Mechanics Badge.

(3) Weapons Qualification Badge.

(4) Expert Field Medical Badge.

d. U.S. decorations, badges, and appurtenances will be presented in a fitting ceremony. Presentation will be made at the recipient's U.S. Army unit. Such ceremonies should receive appropriate publicity, both in U.S. and Korean press circles.

e. KATUSA soldiers are also eligible for ROKA awards. The unit ROKA Staff Offices can provide guidance on procedures for recommending ROKA awards to KATUSA soldiers.

f. KATUSA Soldier Lapel Button. The KATUSA Soldier Lapel Button is a gratuitous issue item comprised of a Korean Taeguk resting on a white background, on a 5/8 inch outside diameter silver disk and surrounded by the words "HONORABLE SERVICE" and "KATUSA" situated on the border of the outer edge, consisting of characteristics representing both the U.S. and the ROK flags (See AR 600-8-22).

(1) The following requirements must be met to be eligible for award of the KATUSA Soldier Lapel Button:

(a) The individual must have been a ROKA soldier who has been assigned as a KATUSA soldier to a U.S. Army unit or activity for a minimum of 9 months of continuous honorable and active service by or after 1 March 1989.

(b) The individual must be separating from active duty with the ROKA.

(c) Disqualifying characterization of service for the award of the KATUSA Soldier Lapel Button is identical with that used for the Army Lapel Button (AR 670-1).

(2) Issuance requirements--

(a) The KATUSA Soldier Lapel Button will be awarded to all eligible KATUSA soldiers.

(b) U.S. Army unit commanders will coordinate with their ROK Staff Officer or NCO to obtain the Commander, ROKA SG, concurrence prior to presentation of the KATUSA Soldier Lapel Button.

(c) The U.S. commander or a designated U.S. Army commissioned officer will present the lapel button prior to separation from active service during a troop formation or other appropriate ceremony.

(3) Orders will not be published to verify award of the KATUSA Soldier Lapel Button but units will maintain, for a period of one year, a roster containing the name, serial number, and ETS date of each KATUSA soldier issued the lapel button.

(4) Restocking of the KATUSA Soldier Lapel Button will be accomplished through supply channels in the same manner as the Army Lapel Button.

g. In order to express thanks to the parents of KATUSA soldiers for their son's loyal and selfless service, commanders will present an EA Form 866 (Eighth United States Army Scroll of Gratitude) to the KATUSA soldier prior to or upon discharge from the ROKA. The unit will maintain a roster of issue for one year. The KATUSA Soldier Program Management Office will prepare EA Form 866 for each ETSing KATUSA soldier and forward to the soldier's unit at least 30 days prior to ETS. The EA Form 866 will be prepared in the following manner:

(1) The standard name line will be entered on the scroll and will include the KATUSA soldier's rank (do not abbreviate), name (family name and given name) and unit of assignment in upper case letters. It must be centered and typed in the space below the line that reads, "is presented to the family of."

(2) The scroll(s) will be signed at the bottom left by the first Lieutenant Colonel (LTC) in the KATUSA soldiers' chain of command. The signature block placed at the lower left of the scroll and the standard name line will be typed using a 12 pitch typing element only.

**3-2. EFFICIENCY REPORTING.** ROKA Officers and ROKA Staff NCOs (SSG-SGM) receive efficiency reports while serving with the U.S. Army. Efficiency reports for those personnel are rendered by ROKA staff and LNOs as well as by the Commander, ROKA SG, IAW ROKA policy.

a. U.S. Army commanders and U.S. Army supervisors of ROKA personnel may provide written efficiency report comments for both ROKA officers and ROKA Staff NCOs.

b. Written efficiency report comments, if rendered, will be addressed to either the rated person's rater or the Commander, ROKA SG.

**3-3. IDENTIFICATION CARD ISSUE/REISSUE.** USFK Form 37EK (auto) serves the same purpose for ROKA personnel serving with the U.S. Army as DD Form 2A (Armed Forces of the United States Identification Card) does for U.S. Army personnel. Like the DD Form 2A, the USFK Form 37EK (auto) is a controlled form.

a. The Commandant, KTA, will make initial issue of USFK Form 37EK (auto) for all ROKA personnel including KATUSA soldiers. These identification cards have an expiration date 1 week after the anticipated date the ROKA Officer or ROKA Staff NCO is expected to return to the ROKA. For KATUSA soldiers, these identification cards have an expiration date 1 week after the KATUSA soldier's ETS date.

b. Reissue of the identification card will be accomplished under the following procedures: whenever the USFK Form 37EK (auto) is lost, stolen, or mutilated, or the expiration date on the existing card is about to occur and the ROKA Officer, Staff NCO, or the KATUSA soldier is not returning to the ROKA:

(1) The ROKA Officer, Staff NCO, or KATUSA soldier requiring reissue of the applicable identification card will obtain a memorandum signed by his unit commander stating the reason an identification card must be reissued. The same reporting requirements applicable to the loss or theft of the DD Form 2A are applicable to the loss or theft of USFK Form 37EK (auto).

(2) The ROKA individual requiring a reissue of identification card will report to any camp or garrison identification card issue facility to receive a new USFK Form 37EK (auto). The identification issue facilities will request and stock the USFK Form 37EK (auto) through normal requisition and distribution channels.

### **3-4. LEAVES, PASSES, AND HOLIDAYS.**

a. Leave. Leave policies and procedures for ROKA personnel serving with the U.S. Army are the responsibility of the Chief of Staff, ROKA, and are administered through the Commander, ROKA SG. ROKA Staff Officers and ROKA Staff NCOs will inform the U.S. commander when KATUSA soldiers are to take ROKA directed leave. Leaves directed by the ROKA cannot be canceled or changed without coordination with the ROKA Staff Officer. There are five types of leave as follows: ordinary, compassionate, official, recreational, and reward.

(1) Ordinary leave is authorized as follows:

(a) ROKA Officers and ROKA Staff NCOs in the grades of staff sergeant and above are authorized 23 days ordinary leave during a calendar year. Leave absences for these personnel are required to be coordinated with the U.S. supervisor and/or unit commander. Unit commanders will be notified 30 days prior to scheduled leave so that better planning of critical events requiring ROKA personnel can be made.



(b) KATUSA soldiers are authorized 35 days ordinary leave during their period of active duty, which must be taken in one 15-day and two 10-day increments (1st: 15 days, 2nd: 10 days, 3rd: 10 days). Per ROKA Reg 130, this leave must be taken at the time directed by the ROKA Staff Office responsible for providing administrative support. The entire 15/10 days ordinary leave must be taken as one leave. The ROKA Staff Office will prepare and distribute to commanders a monthly report of projected KATUSA soldier leaves for the following 90 days to coordinate with commanders concerning conflicts with a KATUSA soldier's leave and important unit events. This report will list the name, rank, service number, and dates of projected leave. Commanders must coordinate with the supporting ROKA Staff Officer/NCO prior to disapproving ROKA directed leave for KATUSA soldiers. Any ROKA directed leave must be completed by 31 December.

(c) ROKA personnel whose homes of record are situated more than 50 nautical miles off the ROK peninsula are authorized 5 days travel time in connection with their leave.

(d) KATUSA soldiers serving on the DMZ (north of the Imjin River) are authorized extra leave based on ROKA regulation that recognizes the stress and hardship of DMZ duty. The KATUSA soldiers assigned to the JSA and 1-506th Infantry are authorized 25 days per year during their assignment with EUSA. The 25 days of leave per year can be divided into two time periods each year IAW unit needs. All other stipulations in subparagraph 3-4a(1)(b) apply to this situation.

(2) Compassionate leave. Compassionate leave is authorized in cases of necessity as outlined below. ROKA personnel and KATUSA soldiers who need compassionate leave must submit required documents to his supporting ROKA Staff Office.

(a) Illness: 20 days.

(b) Family illness: 20 days.

(c) Death of family member: 10 days.

(d) Marriage: 7 days.

(e) Childbirth (female): 60 days (at least 30 days after birth).

(f) Natural disaster: 14 days.

(3) Official leave. Official leave is leave authorized to perform official duties (e.g., court appearances, official voting, competitive examinations for attendance at military schools, etc.). Official leave is not chargeable as ordinary leave.

(4) Recreational and reward leave. IAW ROKA leave policy, recreational leave and reward leave may be granted after coordination between the ROKA Staff Officers/NCO and unit commander.

(5) While on leave, ROKA personnel will keep their ROK Government civilian identification card, their USFK Form 37EK (auto), and ROKA leave authorization signed by appropriately designated ROKA Staff personnel. Units will maintain a control log of KATUSA soldier leaves on file for a period of one year.

(6) Any ROKA personnel serving with the U.S. Army may be recalled from leave whenever operational necessity dictates (as determined by a commander in the grade of lieutenant colonel or higher in coordination with the unit ROKA Staff Officer), martial law is declared, a national emergency arises, or notification of misconduct is received.

b. Pass. The granting of pass privileges is a function of command. The KATUSA soldier pass privilege will be extended by the commander in the same manner as pass privileges to U.S. Army enlisted personnel. Some ROKA training requirements may only be fulfilled after normal duty hours. If a KATUSA soldier, for example, is required to attend English language classes during off-duty hours, he is considered on-duty and not eligible for a pass. U.S. supervisors, ROKA Staff Officers, and/or ROKA Staff NCOs may make recommendations to the commander concerning the granting or denying of pass privileges to KATUSA soldiers. Commanders should give due consideration to these recommendations.

(1) The Commander, ROKA SG, will establish general pass policies such as duration, location, and distance requirements and procedures for ROKA personnel IAW ROKA regulatory guidance. This does not prevent the unit commander from exercising control over his unit pass program or granting or denying a KATUSA soldier a pass.

(2) Commanders will establish uniform pass policies and procedures for both U.S. Army and ROKA personnel. Specifically, the percentage of ROKA personnel authorized to be absent on pass will be the same as that established for U.S. Army personnel unless a more stringent requirement is established by the ROKA SG. Pass controls for ROKA personnel will be identical to those established for U.S. Army personnel. This includes the granting of passes to KATUSA soldiers on normal or shift duty hours. Additionally, ROKA personnel may retain their passes in their possession at all times if such is the policy for U.S. Army personnel.

(3) KATUSA soldiers must have the following documents in their possession whenever on extended pass (in excess of overnight):

(a) USFK Form 37EK (auto).

(b) DD Form 345-EK (Armed Forces Liberty Pass).

(c) ROKA Leave Authorization, if travel is performed outside their normal duty station.

c. Holidays.

(1) The ACoS, J1, USFK, will announce all Korean national holidays and special holidays (e.g., national election days) affecting ROKA personnel to MSCs.

(2) ROKA personnel serving with the U.S. Army may be excused from duty by their units in the same manner as U.S. Army personnel are excused from duty.

(3) ROKA personnel serving with the U.S. Army will be allowed to observe Korean national holidays as shown in Table 3-1, Appendix L, page L-16.

(4) Unit commanders, due to the unit's mission, field exercises, etc., may require KATUSA soldiers to work on Korean national holidays. If such action is warranted, the unit commander should coordinate with his unit ROKA Staff Officer in advance of the announced holiday and approve an alternate date for KATUSA soldiers to be off-duty as compensatory time. Compensatory time will be granted as soon as possible during normal duty days after the missed holiday.

(5) KATUSA soldiers will be treated in the same manner as U.S. soldiers in reference to U.S. holidays.

(6) In order to treat both KATUSA soldiers and U.S. soldiers equitably, DA Form 6 (Duty Roster) will be strictly followed IAW AR 220-45, regardless of whether a U.S. or KATUSA soldier performs duty on an American or Korean holiday. Duty performed on U.S. or ROK holidays will be entered as a holiday on the DA Form 6 for the KATUSA soldier.

**3-5. TRAVEL TO THE CONUS.** Travel of KATUSA soldiers to the U.S. or another country will be coordinated in advance with the ROKA SG. Requests for passports and visas will be submitted to the ROKA SG 80 days prior to the planned departure date in order to obtain ROK Government approval.

## CHAPTER 4

### PERSONNEL SERVICES

**4-1. ARMY SUGGESTION AND INCENTIVE AWARDS PROGRAMS.** ROKA personnel serving with the U.S. Army are encouraged to participate in the Army Suggestion and Incentive Awards Programs. The suggestion program regulation, however, prohibits all ROKA personnel from receiving monetary award payment (See AR 672-20).

#### **4-2. HEALTH SERVICES.**

a. KATUSA soldiers and ROKA staff/liaison personnel serving with EUSA will be provided medical and dental services based on current agreements, customs, and practices. Charges resulting from these services will be at the same rate as applicable to U.S. personnel.

b. Induction standards listed in AR 40-501, paragraph 2-5, will be followed. The unit commander will request the Commander, ROKA SG, to return the individuals who do not meet the established criteria to the ROKA through medical channels.

c. Medical.

(1) KATUSA soldiers and ROKA staff/liaison personnel serving with EUSA will be--

(a) Provided the same level of medical care and services at all U.S. Medical Treatment Facilities as provided to U.S. Armed Forces personnel. Care exceeding the capabilities of the U.S. medical facilities or care, which requires long-term treatment, will be referred to the nearest ROKA treatment facility.

(b) Immunized against smallpox, typhoid, tetanus, and any other communicable diseases deemed necessary by the EUSA Surgeon. The PHS Form 731 (International Certification of Vaccination) will be prepared and issued by the medical treatment facility accomplishing the immunizations as a part of ROKA personnel inprocessing.

(2) Dropped from the morning report of the unit assigned or attached with the following entry: "Evacuated to ROKA medical installation, designation unknown," when evacuated from a U.S. medical treatment facility to a ROKA medical treatment facility. Commanders of U.S. medical treatment facilities receiving or transferring ROKA personnel serving with the U.S. Army will forward admission and disposition sheets to the individuals' parent unit. Commanders of the units receiving ROKA personnel who have been evacuated or transferred through medical channels will notify the ROKA SG through ROKA administrative channels.

d. Mental illness. KATUSA soldiers with mental illness impair readiness in EUSA and they are a potential danger to themselves (suicidal) or others (homicidal).

(1) KATUSA soldiers are subject to the procedures specified in this section when they are referred for evaluation of mental illness by a competent authority. Screening and notification procedures are as follows:

(a) The ROKA SG will establish a screening process at the KTA to identify those new KATUSA soldiers who have mental illness or a predisposition for mental illness. When the KTA screening program identifies a new KATUSA soldier with actual or suspected mental illness, the soldier will be sent to the 121st General Hospital for a psychiatric evaluation. If the Department of Psychiatry at 121st General Hospital diagnoses a new KATUSA soldier as mentally ill, they will notify the Commander, ROKA SG, through the Chief, EUSA, G3 Training Division. This notification will include a recommendation as to the disposition of KATUSA soldier (retention in KATUSA soldier program or transfer to the ROKA). The Commander, ROKA SG, will consider the 121st General Hospital staff's recommendation when determining the disposition of KATUSA soldier on a case-by-case basis.

(b) KATUSA soldiers who have graduated from KTA and who develop symptoms of mental illness while assigned to a EUSA unit will be referred and treated for mental illness conditions through normal EUSA medical channels. KATUSA soldiers, who are presented to the 2ID Psychiatrist with symptoms of mental illness, will have their cases referred to the 121st General Hospital's Department of Psychiatry for further evaluation. The 121st General Hospital will notify the ROKA Affairs LNO, EUSA, G3 Training Division, and the MSC S-1 to which KATUSA soldier is assigned, of all KATUSA soldiers referred to the 121st General Hospital's Department of Psychiatry for psychiatric evaluation, and who are diagnosed as being mentally ill or who exhibit symptoms of mental illness. The 121st General Hospital's Department of Psychiatry will provide an abbreviated medical report to the Chief, EUSA, G3 Training Division, and MSC commander upon request. The ROKA Affairs LNO will notify the ROKA SG of the diagnosis.

(c) A KATUSA soldier referred to the 121st General Hospital's Department of Psychiatry will remain in custody of the 121st General Hospital until a qualified psychiatrist recommends that he either return to duty or be dismissed from the KATUSA soldier program. The Commander, 121st General Hospital, through the Chief, EUSA, G3 Training Division will forward the recommendation of the psychiatrist, to the Commander, ROKA SG.

(d) When a KATUSA soldier is transferred from the 121st General Hospital to a ROKA military hospital, he is considered to be under the custody of the ROKA. The ROKA SG will notify the ROKA Affairs LNO if the ROKA military hospital elects to permanently transfer the soldier to the ROKA. If the ROKA military hospital elects to return the soldier to EUSA, the soldier will be transported directly to the ROKA SG where the Commander, ROKA SG, will reconsider the soldier's final disposition.

(e) The commander of the MSC to which a KATUSA soldier is assigned will also submit a recommendation to the Commander, ROKA SG (through the Chief, EUSA, G3 Training Division) regarding the final disposition of the KATUSA soldier. This recommendation will be submitted with the assistance and coordination of MSC ROKA Staff Officers. Commanders will ensure that recommendations for elimination are based on mental illness and not on leadership problems. The Commander, ROKA SG, will examine the medical report, commander's recommendation, and any other available information regarding the KATUSA soldier. The Commander, ROKA SG, will determine the final disposition of the KATUSA soldier (return to duty or release from KATUSA Soldier Program).

(f) Under no circumstances will the 121st General Hospital authorities release a KATUSA soldier treated for mental illness, or symptoms of mental illness, back to his unit until the Commander, ROKA SG, has made a decision on his disposition.

(2) The criteria considered by the Commander, ROKA SG, for releasing a soldier from the KATUSA soldier program for reassignment to a ROKA command or medical facility include, but are not limited to, the following:

- (a) Recovery potential of KATUSA soldier.
- (b) KATUSA soldier's ability to contribute to EUSA in any capacity (change of unit or MOS is possible).
- (c) KATUSA soldier's propensity for being a danger to himself or to other soldiers.
- e. Dental. ROKA personnel serving with EUSA will generally be afforded the same dental care at all times as their U.S. counterparts. ROKA personnel are not entitled to continued dental treatment after ETS or after transfer to the ROKA.
- f. Optical. ROKA personnel serving with the U.S. Army will be afforded the same optometric care as their U.S. Armed Forces counterparts.

**4-3. INSPECTOR GENERAL.** ROKA personnel assigned or attached to U.S. Army units do not require any extraordinary policies or procedures with respect to inspector general activities. ROKA personnel serving with the U.S. Army have the same rights and privileges as their U.S. counterparts. The provisions of AR 20-1 are applicable. Commanders will provide the location and related information pertaining to the right to present complaints to, and/or request assistance from, EUSA or ROKA inspectors general.

#### **4-4. KATUSA SOLDIER POST EXCHANGES (PX) AND SNACK BARS.**

a. KATUSA Soldier PXs. The ROKA HQ Special Services operates KATUSA soldier PXs on EUSA installations at the request of installation commanders. These KATUSA soldier PXs are operated on a nonprofit basis, and merchandise is sold at cost. Items sold are from a standard inventory and consist mainly of snacks, beverages, toiletries, and health and comfort items. No high value or export-only goods may be sold.

(1) Installation commanders desiring to establish a KATUSA soldier PX may submit a request to the Commander, ROKA SG, ATTN: EAGC-TD-ROK, APO AP 96205-0009. The installation commander will be obligated to provide approximately 700 square feet of space in a building that has had its doors and windows reinforced for security purposes. Additionally, water, heat, telephone, and electricity must be provided without charge. In return, ROKA HQ will be completely responsible for the day-to-day operation of the KATUSA soldier PX, to include all administration, finances, stocking, transportation of goods, accountability, and manning.

(2) Although the ROKA HQ provided operator of each KATUSA soldier PX is responsible for maintaining the PX outlet in a sanitary and orderly condition, the installation commander must conduct monthly health and sanitation inspections to ensure standards are maintained. Additionally, the installation commander must ensure the KATUSA soldier PX outlet is in good repair and that fire prevention and safety standards are maintained. When any of these standards or conditions are not being met to the satisfaction of the installation commander, the operator will be given not more than 30 days to make corrections. If, after 30 days, standards and conditions have not been raised to the minimum acceptable level, the Chief, EUSA, G3 Training Division, will be notified in writing. The Chief, EUSA, G3 Training Division, will take action through the Commander, ROKA SG.

(3) Patronage of KATUSA soldier PXs by USFK personnel is permitted.

b. KATUSA soldier snack bars. KATUSA soldier snack bars are concessions operated on EUSA installations under license with installation and area commanders. The approved EUSA license that will be used throughout EUSA is at appendix K. This basic license will be used but area commanders may authorize addendums, approved by the local SJA and provided to the EUSA KATUSA Program Office, for the local area. The concessionaire pays a monthly fee in won for the right to operate a KATUSA soldier snack bar. This fee is 10% of gross monthly sales or 250,000 won per month, whichever is greater. Area commanders may establish a lower rate to ensure that an area is not deprived of the services of a KATUSA soldier snack bar. Area commanders will establish an area KATUSA soldier welfare fund with the money received from concessionaires to support all units within the area. Area commanders may authorize the establishment of an installation level KATUSA soldier welfare fund to support KATUSA soldiers assigned to the installation.

c. Snack bars are primarily for use by KATUSA soldiers, but the installation commander may authorize their use by U.S. and Korea military and by civilian personnel providing service to the KATUSA soldier is in no way diminished.

d. Any commander of a unit with KATUSA soldiers assigned may seek the establishment of a KATUSA soldier snack bar in his area, but only the area commander can approve the establishment of a KATUSA soldier snack bar. The unit commander will submit a request by memo through the installation commander to the area commander and attach a copy of the license agreement. The installation commander may disapprove the request and return it without further action. If the installation commander concurs, he will forward the request to the area commander for approval. An adequate building with water, heat, electricity, and refrigeration will be provided without charge.

e. Responsibilities.

(1) EUSA KATUSA Soldier Program Manager. As the EUSA proponent for the KATUSA Soldier Program, the EUSA KATUSA Soldier Program Manager has oversight responsibility for KATUSA soldier snack bar operations. He will conduct an audit of each area support activity KATUSA soldier welfare fund at least annually and immediately prior to a change in an area KATUSA soldier welfare fund custodian.

(2) Sponsoring unit commander. Once the area commander approves the concessionaire's license to operate a KATUSA soldier snack bar, the unit commander who sought such approval will ensure that--

(a) An SFC or above is appointed on additional duty orders to monitor the operation of the snack bar, conduct required inspections, validate sales vouchers (EA Form 656-R-E and EA Form 658-R-E) and to ensure that the concessionaire complies with all applicable Army regulations. EA Form 656-R-E and 658-R-E must be downloaded from the G6 Intranet. See appendix E.

(b) One copy of the license is forwarded to the Commander, EUSA, ATTN: EAGC-TD-COT, Unit #15236, APO AP 96205-0009, and another to the installation and area commanders.

(c) All KATUSA soldiers are afforded equal access to the snack bars.

(d) The snack bar operator procures a Korean business license prior to start of operations and that a copy of the license is attached to the license forwarded to the installation and area commanders and the Commander, EUSA, ATTN: EAGC-TD-COT, Unit #15236, APO AP 96205-0009.

(e) The provisions of USFK Reg 190-7 are complied with before sponsoring installation access for concessionaire personnel.

(f) All snack bar employees are issued health certificates from the local medical treatment facility prior to starting employment in the snack bar.

(g) Prices remain lower than those in the local community for the goods and services provided. The concessionaire will maintain two price lists - one for KATUSA soldiers and one for all other patrons. Prices for KATUSA soldiers will not exceed concessionaire's cost plus 15%. There is no set pricing for other patrons but these prices must represent a savings compared to those in the local community. The two price lists will be conspicuously posted within the snack bar.

(h) Periodic unannounced inspections of the facilities are conducted at least monthly to ensure they are in good repair and that fire prevention and safety standards are maintained. In this regard, the sponsoring commander will assist the concessionaire in maintaining the facilities as much as possible through self-help (e.g., painting the interior, effecting minor repairs where possible, etc.). The sponsoring commander will validate, request, and ensure all DPW workorder repairs for the snack bar facility are completed in a timely manner. The checklist at Tab 1, Appendix K will be used for these inspections. A copy of the inspection will be provided to the snack bar concessionaire, the sponsoring unit, and the installation commander. The concessionaire will be given not more than 30 days to make corrections. If standards and conditions have not been raised to the minimum acceptable level by the end of the 30-day period, the license will be terminated.

(i) Medical personnel conduct monthly health and sanitation inspections to ensure health standards are being met. When any of these standards or conditions are not being met, the concessionaire will be given not more than 30 days to make corrections. If standards and conditions have not been raised to the minimum acceptable level by the end of the 30-day period, the license will be terminated. A copy of this inspection will be provided to the snack bar



concessionaire, the sponsoring unit, the installation commander, and Commander, EUSA, ATTN: EAGC-TD-COT, Unit #15236, APO AP 96205-0009.

(j) The concessionaire utilizes a cash register or EA Form 656-R-E to record all sales. A sign will be posted conspicuously in each snack bar stating that each customer must receive a cash register sales slip or sign the daily sales voucher (EA Form 656-R-E). The sign will read: "The customer must receive a cash register sales slip or sign the daily sales voucher. If a customer does not receive a sales slip or sign the daily sales voucher, the customer must report this to the sponsoring unit on HQ EA FL 7053-R (KATUSA Soldier Snack Bar Sales Discrepancy Report), and he will receive a W5,000 reward." (See Appendix E, page E-2). The sign must also include the address of the sponsoring unit and POC information. The sponsoring unit will investigate the incident and determine if payment to the customer is warranted. If payment is warranted, the sponsoring unit will have the concessionaire pay the reward to the customer.

(k) The concessionaire deposits monthly proceeds into the established bank account and provides the installation or area KATUSA Soldier Welfare Fund account manager the original deposit receipt and EA Form 658-R-E not later than the 5th of the month for the proceeding month.

(l) The concessionaire does not operate any unauthorized business within the snack bar facility or use any of the facility for personal reasons. The area commander may authorize the operator to provide additional services. These services are limited to the services stated below and must be approved by the area commander after coordination with the local AAFES manager. The scope of the services and required fees will be stated in addendums attached to the basic license.

(i) Game machines (includes public telephones, electronic, video, dance, and karaoke machines. Gambling machines of any kind are not allowed).

(ii) Korean Public Telephone card sales.

(iii) Korean Cigarette sales.

(m) The concessionaire does not offer any free services to DOD or ROKA personnel.

(n) If the sale of alcoholic beverages is approved by the SG commander, the concessionaire complies with the requirements of the license agreement, local laws and applicable Army regulations. Will also ensure that the concessionaire requires positive proof of age before serving alcoholic beverages.

(3) Installation commander. The installation commander will ensure that--

(a) The area commander approves the license before allowing any operations to commence.

(b) The concessionaire is provided a building that includes electricity, heat, hot and cold water, cooking facilities, and refrigeration. The building and equipment provided the concessionaire must be in good repair. The installation commander will ensure adequate DPW support is provided. The building must meet the following requirements:

## **EUSA Reg 600-2**

(i) All vent pipes and exhaust hood vapor removal ducts will be installed in double metal ventilating thimbles where they pass through combustible walls and partitions.

(ii) All heat and grease pipe sections will be fastened at the joints with sheet metal screws, rivets, or draw bolts.

(iii) All cooking ranges, ovens, and water heaters will be installed on masonry floors.

(iv) All interior walls and ceiling surfaces will be made of non-combustible materials or treated with fire-retardant treatment.

(v) All electrical equipment, fixture, and appliances will conform to the National Electrical Code standards.

(c) The sponsoring unit complies with the provisions of USFK Reg 190-7 before sponsoring installation access for concessionaire personnel.

(d) The sponsoring unit and snack bar facility are inspected at least annually to ensure compliance with all applicable fire prevention, safety, health, post access regulations and EUSA Reg 600-2.

(4) Area commanders. The area commander will ensure that --

(a) Each concession license is assigned a license number and a copy of the license is maintained with the KATUSA Soldier Welfare Fund custodian. The license number will consist of an area identifier followed by a sequential serial number followed by a year identifier (i.e. A1-001-97 – indicates the first contract in Area I for 1997).

(b) An area KATUSA Soldier Welfare Fund custodian in the grade of SFC/GS-7 is appointed in writing to supervise and manage the collection and disbursement of funds IAW this regulation. The area commander may authorize subordinate installations to operate a KATUSA Soldier Welfare Fund. If this is the case, the area commander will ensure that the subordinate fund custodian complies with all regulatory requirements.

(c) The KATUSA Soldier Welfare Fund custodian is informed of all KATUSA soldier snack bar operations within his area.

(d) All sponsoring units and snack bar concessionaires are informed of the location and operating hours of the KATUSA Soldier Welfare Fund custodian.

(e) The Commander, EUSA, ATTN: EAGC-TD-COT, is notified immediately when a sponsoring unit and snack bar concessionaire fail to deposit monthly proceeds by the 5th of the month for the proceeding month.

(f) An audit of any installation KATUSA Soldier Welfare Funds is conducted at least annually or immediately prior to a change in fund custodian to ensure compliance with concessionaire's licenses and EUSA Reg 600-2.

f. ROKA Staff Officers and ROKA Staff NCOs may inspect operations and sanitary conditions of the snack bars and if operations or sanitary conditions are not to standard, they will notify the sponsoring unit commander. The sponsoring commander will initiate corrective actions.

g. A sign in English and Korean (Hangul) will be conspicuously posted in each snack bar to remind patrons of the fact that their patronage contributes to the KATUSA Soldier Welfare Fund. The sign will include the following phrase: *"The KATUSA soldier snack bar is a facility for the welfare of KATUSA soldiers. KATUSA soldiers have first priority in its usage. Some portion of the profits from snack bar operations is used for the welfare of KATUSA soldiers."*

h. The sponsoring unit commander, installation commander, and snack bar operator will sign the license. The senior ROKA Staff Officer/NCO on the installation will also sign the license as a witness. The area commander is the final approving authority and will issue the license number. The license, price lists, Korean business license, Won/Dollar exchange rate, and employee health certificates will be conspicuously posted in each snack bar.

i. Game machines provided for entertainment are allowed, but slot machines or any type of gambling machines are prohibited. Alcoholic beverages may be sold during hours established and approved within the license.

j. Credit sales are not authorized for any reason.

**4-5. AAFES FACILITIES IN KOREA.** AAFES facilities are precluded from accepting payment in U.S. currency from ROKA personnel for goods and services. This does not preclude ROKA personnel from patronizing AAFES facilities. As a nonappropriated fund (NAF) instrumentality, AAFES facilities are authorized to establish won accounts. When an AAFES facility has an established won account, ROKA personnel serving with the U.S. Army may use that facility, subject to the restrictions in paragraphs 4-5a and 4-5b.

a. Motion picture theaters.

(1) IAW AR 60-20, para 2-11, ROKA personnel assigned to or attached to EUSA may attend any AAFES motion picture theater on any U.S. Army installation in Korea but their use will not restrict the use of the theater by authorized U.S. patrons. ROKA personnel must purchase tickets in Korean currency, for the regular price, for themselves and any guest they escort, and they may immediately enter the theater.

(2) KATUSA soldiers may attend the AAFES motion picture theater free of charge. When movies are not expected to be sold out, theater managers will allow KATUSA soldiers to enter the theater upon their arrival. However, when movies are expected to be sold out, managers will allow paying customers to enter the theater first and allow KATUSA soldiers to occupy remaining seats immediately prior to the start of the movie. The manager may offer a second showing when movies are sold out to allow all patrons (U.S. and KATUSA soldier) to view the movie.

(3) Installation commanders may establish local policy to offer KATUSA soldiers the option of purchasing a ticket with Korean currency at the regular price and enter the theater immediately, rather than entering the theater on a "space available" basis. If this option is authorized, it will in no way impede or restrict KATUSA soldier "free admission" policy as detailed in paragraph 4-5a(2).

(4) If desired, a KATUSA soldier may purchase a ticket, in Korean currency, for himself and any guests but the use of the theater by guests will not restrict the use of the theater by authorized military patrons IAW AR 60-20, para 2-11. The regular price will be charged for the tickets. The guests must enter the theater at the same time as the KATUSA soldier.

(5) Other authorized AAFES movie theater patrons, as specified by AR 60-20 and USFK policy, may escort a KATUSA soldier and/or KATUSA soldier's guest to a movie as his/her guest(s). In this case, the authorized patron will purchase the ticket(s) for the KATUSA soldier and/or the KATUSA soldier's guest in U.S. currency. The KATUSA soldier and/or the KATUSA soldier's guest may then enter the theater immediately.

b. AAFES food outlets. ROKA personnel serving with the U.S. Army may use AAFES snack bars providing payment is made in Korean currency.

c. Barber shops. ROKA Staff Officers and NCOs may use AAFES barbershops provided payment is made in Korean currency.

**4-6. RECREATION SERVICES.** ROKA personnel serving with the U.S. Army may use the following recreation facilities in the same manner as U.S. personnel unless otherwise indicated:

a. Arts and Crafts. No purchase of duty-free goods may be made from the resale facility. ROKA Staff/LNOs and NCOs will pay user fees in won.

b. Libraries.

c. Music/Theater. ROKA Staff/LNOs and NCOs will pay user fees in won.

d. Sports. ROKA Staff/LNOs and NCOs will pay user fees in won. KATUSA soldiers are required to pay user fees in won for bowling. ROKA Staff/LNOs, NCOs, and KATUSA soldiers are allowed to use golf facilities but their use will not impede use by authorized U.S. patrons. They must pay user fees in won.

e. ROKA personnel use of recreational facilities will not inhibit authorized patrons from using the facilities.

f. Purchases will be limited to items for on-premises consumption only. Duty free items may not be purchased.

**4-7. RELIGIOUS SERVICES.** Existing religious activities and services are available to ROKA personnel serving with the U.S. Army.

**4-8. SAFETY PROGRAM.** ROKA personnel serving with the U.S. Army will be included in their units' overall safety programs. All ROKA personnel (ROKA Officers, NCOs, and KATUSA soldiers) will undergo the same safety training as U.S. Army personnel.

**4-9. OPEN MESS, NONAPPROPRIATED FUND (NAF) ACTIVITIES, AND KATUSA SOLDIER WELFARE FUNDS.**

a. Open Messes. ROKA personnel serving with the U.S. Army are authorized to use the open mess nearest their unit of assignment or attachment as associate members IAW AR 215-1. Payment for goods and services must be made in Korean currency, and the purchase of food and/or beverages is limited to on-premises consumption only.

b. NAF activities. Non-appropriated U.S. Military Welfare Funds may not be expended solely for the benefit of ROKA personnel. Units are allocated MWR funds based on their total U.S. and KATUSA soldier population. The KATUSA Soldier Welfare Fund (subpara 4-9c) is intended for the sole benefit of KATUSA soldier personnel. The basic intent is that neither KATUSA soldiers nor U.S. military personnel are denied the use of recreational supplies procured from such NAF. Similarly, prizes (such as movie tickets, plaques, snack bar chits, hobby kits) purchased with NAF may be awarded to KATUSA soldier personnel so long as they are not controlled items and their possession does not violate any SOFA provision.

c. KATUSA Soldier Welfare Fund. Area commanders will establish a consolidated KATUSA Soldier Welfare Fund with proceeds received from KATUSA Snack Bar operations in their area to support all KATUSA soldiers in the area. If the area commander has authorized installation KATUSA soldier welfare funds, the installation will establish an installation consolidated fund to support all KATUSA soldiers on the installation. Area commanders must ensure that all units with KATUSA soldiers assigned have equal access to the KATUSA Soldier Welfare Fund.

(1) Funds management. In the unit, a U.S. Army officer or senior NCO (E7 or above) will be appointed in writing as the funds custodian and will be responsible for its administration. A KATUSA soldier will be appointed as assistant custodian to assist the custodian in the administration of the funds. The custodian will disburse the funds according to the desires of KATUSA soldiers in the unit and with the approval of the commander. When the custodian is absent due to leave, hospitalization, etc., a temporary custodian will be appointed in his absence. The custodian will keep the commander informed on the funds status monthly.

(2) DA Form 2107 (Non-appropriated Fund Receipt and Disbursement Voucher) will be used to record all KATUSA Soldier Welfare Fund transactions. All supporting documents will be translated into English and attached to the monthly ledger sheets.

d. Allocation of KATUSA Soldier Welfare Funds. KATUSA Soldier Welfare Funds will be allocated according to the following schedule.

(1) KATUSA Soldier Week - 25% Annually. Each month, 25% of received funds will be held at the area or installation level in an interest bearing account. These funds will be used to help finance the annual KATUSA soldier week. Unit commanders may authorize the expenditure of additional KATUSA welfare funds to support this event. This paragraph does not prohibit units from using regular unit fund money to support KATUSA soldier week events in which U.S. and KATUSA soldiers are allowed to participate.

(2) KATUSA Soldier Welfare Support Program - 75% Annually. Monthly, the area or installation KATUSA Soldier Welfare Fund Manager will distribute 75% of the monthly income of the KATUSA Soldier Welfare Fund to supported unit accounts. This distribution of funds is based on KATUSA soldier population within the area or installation area.

e. Responsibilities.

(1) Unit Commanders.

(a) Provide the area or local installation KATUSA Soldier Welfare Fund custodian a copy of assumption of command orders and signature cards.

(b) Unit commanders will notify their supporting KATUSA Soldier Welfare Fund Custodian of the number of KATUSA soldiers assigned by the 5th of each month via memorandum.

(c) Approve all requests for procurement (see Figure 4-2, Appendix L, page L-5). Ensure that the funds are utilized on an equitable basis.

(d) Conduct a physical inventory of all controlled non-expendable property and fixed assets upon assumption of command.

(e) Maintain a file of all funds actions.

(2) Area Commander.

(a) The area commander will appoint in writing an SFC/GS-7 or above as the KATUSA Soldier Welfare Fund Custodian. The area commander may appoint local installation KATUSA Soldier Welfare Fund Custodians.

(b) The Area Commander will approve all KATUSA Soldier Snack Bar concession licenses and assign each license a license number. The license number will consist of an area identifier followed by a sequential serial number followed by a year identifier (i.e. A1-001-97). A copy of the license with license number will be provided the Cdr, EUSA, ATTN: EAGC-TD-COT and the area KATUSA Soldier Welfare Fund custodian.

(c) If a local installation KATUSA soldier welfare fund is authorized, appoint a disinterested officer or NCO in the grade of SFC/GS-7 or above to conduct a financial audit at least annually or immediately prior to a change in the local installation fund custodian.

(3) Area KATUSA Soldier Welfare Fund Custodian or Local Installation KATUSA Soldier Welfare Fund Custodian. This person will --

(a) Establish an interest bearing account with a local Korean banking facility to maintain KATUSA Soldier welfare funds.

(b) Receive proceeds from all area or local installation KATUSA Soldier Snack Bar concessions by the 5th working day of the month and ensure that all funds are deposited by the 10th of the month. Provide HQ, EUSA, G3 TD, ATTN: EAGC-TD-COT, APO AP 96205-0009, a record of all monthly deposits by the 10th of the month (see Figure 4-3, Appendix L, page L-6).

(c) Maintain 25% of monthly receipts in an interest bearing account to be utilized during KATUSA soldier week.

(d) Distribute 75% of monthly receipts to supported unit's accounts based on KATUSA soldier population. This money will be maintained in the same interest bearing account as the money designated to support the KATUSA soldier week but allocated to units.

(e) Establish an account number for each unit supported by the area or local installation fund. The account number will consist of an area identifier (i.e. A1) followed by a sequential serial number (i.e. A1-001). The unit account number will appear on all transactions with the fund. A listing of all accounts will be provided to HQ, EUSA, G3 TD, ATTN: EAGC-TD-COT, APO AP 96205-0009.

(f) Process all unit procurement requests and maintain a balance sheet for each unit account. A document number will be placed on each procurement request. This document number will consist of the unit account number, the Julian date the request was processed, and a serial number (i.e. A1-001-7315-01). Verify the current unit commander has approved the request.

(g) Maintain an account ledger for each supported unit. This ledger will reflect all transaction against the account (deposits, disbursements, returns, etc). This account ledger may be maintained with a computer program such as Excel.

(h) Provide the unit commander with a monthly balance statement by the 25th of each month (see Figure 4-4, Appendix L, page L-7).

(i) Maintain on file the names and signatures of all supported unit commanders for verification of procurement requests.

f. Use of KATUSA Soldier Welfare Funds. KATUSA soldier Welfare Funds will be used for purchases such as Korean language newspapers, magazines, books, games, educational subsidies (e.g. English classes, Tae-kwon-do) and to fund welcome/farewell parties. They may be used to enhance sporting activities and to finance awards in various contests. KATUSA soldier Welfare Funds are for the exclusive benefits of KATUSA soldiers. The U.S. unit commander will determine if recommended expenditures of KATUSA soldier welfare funds contribute to the welfare of KATUSA soldiers in his unit, and he will be the final approval authority on all expenditures.

g. Funding.

(1) Moneys for the fund are derived solely from fees paid by KATUSA soldier snack bar concessionaires.

(2) The set monthly fee is the greater of 250,000 won or 10% of gross income per month.

h. Fund procedures.

(1) Unit commanders will approve and submit requests for the use of KATUSA Soldier Welfare Funds to the area or local installation KATUSA soldier welfare fund custodian (see Figure 4-2, Appendix L, page L-5).

(2) The fund custodian will record the request and issue a check or cash to cover the request.

(3) The unit will make the purchase and return any excess money and original receipts to the fund custodian by close of business the next business day. All supporting documents and receipts will be translated into English and attached to the monthly ledger sheets.

(4) The fund custodian will accept excess money and receipts and close the register on the action. If tangible property is purchased with KATUSA soldier welfare funds, the fund custodian will prepare a temporary hand receipt and suspense the receipt for 30 days. The unit commander will have the tangible property laterally transferred to his unit fund property within the 30-day period. After the lateral transfer, the temporary hand receipt will be destroyed.

(5) Funds in unit accounts at the end of a fiscal year will remain in the account and be allowed to accumulate.

(6) If a unit is disbanded, the funds in its account will be divided among the remaining accounts based on KATUSA soldier population.

(7) Interest earned on accounts will be added to the money set aside to support the annual KATUSA soldier appreciation week.

i. Record keeping and files maintenance.

(1) The KATUSA Soldier Welfare Fund reference file is maintained by fiscal year and will be destroyed after 3 years. The current year reference file should be kept on record for audit and inspection purposes.

(2) All transactions, records, and files will be written in English. Any Korean documentation will be translated into English for verification of authorized expenditures and receipts.

(3) The reference file will contain the following, as a minimum:

(a) Copies of all KATUSA Soldier Snack Bar licenses (area or local installation fund custodian).

(b) Copies of all EA Forms 656-R-E and 658-R-E.

(c) Copies of all disinterested officer inspections and corrective actions taken (if applicable).

(d) Monthly transaction records with substantiating documents (receipts and disbursements).



j. Inspections. Inspectors designated by the area commander will inspect KATUSA Soldier Welfare Funds at least quarterly. Assistance visits may be accomplished by appropriate agencies upon request.

**4-10. POSTAL SERVICES.** ROKA personnel with the U.S. Army are entitled to receive limited postal services by Army Post Office (APO) channels. Such services do not constitute APO privileges, and support is limited to the military postal system. Mail will not be introduced into the U.S. postal system pursuant to EUSA Reg 600-2. The following discussion is limited to that mail generated from and/or destined for an address that has been processed or will process through the ROK postal system.

a. Incoming mail.

(1) ROKA personnel serving with the U.S. Army may receive mail at their military address, providing it is properly addressed (i.e., rank, name, serial number, complete unit designation, and APO). Such mail will move through the ROK mail system to Seoul, where it will be turned over to Army postal authorities at the 19th AG Detachment (Postal), APO AP 96205-0612, which has been designated the postal concentration point for exchange of international mail. Army postal authorities at 19th AG Detachment will sort and tie ROKA personnel mail separately by APO. A label designating the servicing APO will be affixed to the bundle, which will thereafter travel via Army postal channels like other mail.

(2) Commanders operating unit mailrooms must designate primary and alternate KATUSA soldier mail representatives in writing. These representatives serve as the liaison point for all mail and postal matters for ROKA personnel in the unit, to include delivery of incoming mail and the pickup of outgoing mail.

b. Outgoing mail.

(1) Only letter mail may be mailed at the APO. It must reflect the proper return address (i.e., rank, name, serial number, complete unit designation, and APO number).

(2) All ROKA personnel are entitled to free letter-mailing privileges. The same privileges extend to ROKA personnel serving with the U.S. Army. Such personnel need not affix postage; the primary or alternate KATUSA soldier mail representative will stamp the outgoing mail "MILITARY MAIL" where a postage stamp would otherwise appear. All other ROKA personnel must affix applicable Korean postage.

(3) Primary or alternate KATUSA soldier mail representatives will collect all outgoing mail from ROKA personnel and turn all such mail over to the U.S. Army Unit Mail Clerk for delivery to the servicing APO. Mail bearing a civilian address, or a ROK military address not serviced by an APO, will be returned through APO AP 96205-0009, where it is turned over to ROK postal authorities for delivery.

c. Undeliverable mail. Every effort will be made to deliver appropriately addressed mail. When mail cannot be delivered, for whatever reason, the primary or alternate KATUSA soldier mail representative will endorse it indicating the reason for non-delivery and re-addressed to the Adjutant General, HQ ROKA, for appropriate service. Such mail will be returned to the U.S. Army Unit Mail Clerk, who will deliver it to the servicing APO for forwarding to APO AP 96205-0612. Mail will then be entered into the International Exchange System that will process the mail into the ROK mail channel.

d. Unauthorized mail. Unauthorized mail received in APO channels for ROKA personnel will be returned IAW DOD 4525.6-M, Volume II.

#### **4-11. SECURITY CLEARANCES.**

a. Commanders desiring secret security clearances for KATUSA soldiers will submit written requests by memorandum to their unit ROKA Staff Officer/NCO. Requests will provide justification for desired clearances. The ROKA Staff Officer/NCO will assist the KATUSA soldier in completing all required ROKA paperwork and forward the request to ROKA SG where requests for secret clearances can be processed and approved. The processing period for a secret clearance is approximately 2 weeks. A sample memorandum is shown at Figure 4-5, Appendix L, page L-8. **Remember, ROKA personnel and KATUSA soldiers can only have access to classified information that contains the markings of RELROK or ROKUS.**

b. Access to Special Intelligence (SI)/Sensitive Compartmented Information (SCI) can also be granted to KATUSA soldiers in exceptional cases. Commanders desiring such clearance for KATUSA soldiers will submit a request justifying the KATUSA soldier's need-to-know through the ROKA Staff Officer/NCO to the Commander, ROKA SG. The request must contain two ID photographs, the KATUSA soldier's name/rank/ROKA service number/date of birth/place (province) of birth/current ROKA security clearance/ETS. The ROKA SG forwards SI/SCI clearance requests to the Ministry of National Defense for final approval. This process requires at least 3 months. **SI/SCI-indoctrinated KATUSA soldiers are authorized access only to that information specified as being Releasable to the ROK (RELROK) or Republic of Korea/United States (ROKUS).**

**4-12. UNIT FUND COUNCILS AND ACTIVITIES.** KATUSA soldiers will be represented in the membership of unit fund councils and will attend all council meetings. Unit fund dividends are paid for assigned KATUSA soldiers.

#### **4-13. WEAR OF ATHLETIC OR CIVILIAN CLOTHING.**

a. ROKA Staff/LNOs, ROKA Staff NCOs, and KATUSA soldiers may wear athletic or civilian clothing, as appropriate, IAW the current CofS, ROKA directives.

b. KATUSA soldiers may wear athletic or civilian clothing within the following constraints:

(1) Civilian clothing may be worn after normal duty hours.

(2) Civilian and military clothing will not be mixed. For example, the field jacket or poncho will not be worn with civilian clothing.

(3) Civilian clothing worn in theaters, clubs, recreation centers, etc., will conform to the standards applicable to other male personnel. In NCO/EM clubs, KATUSA soldiers must comply with the dress requirements of the club.

(4) Athletic clothing -- The same as U.S. soldiers.

#### **4-14. KATUSA SOLDIER CASUALTY REPORTING AND DISPOSITION OF REMAINS (PEACETIME).**

a. When casualties occur to KATUSA soldiers or ROKA Staff Officers/NCOs assigned to a U.S. Army organization, a casualty report must be initiated immediately by the chain of command and forwarded to the ROKA HQ through ROKA SG command channels and through area casualty commands to HQ 8th PERSCOM Casualty Operation Center (COC).

(1) In accordance with EUSA Suppl 1 to AR 600-8-1, all casualties involving KATUSA soldiers will be reported immediately to the ROKA SG (Yongsan 723-3384/3438) during normal duty hours and to the 8th PERSCOM (COC) (Yongsan 724-8307/8372). The 8th PERSCOM (COC) is staffed 24 hours a day, 7 days a week.

(2) The 8th PERSCOM (COC) will in-turn notify the following:

(a) The 8th PERSCOM Commander.

(b) The ROKA SG Casualty Clerk (Yongsan 723-3384/3438).

(c) Prepare a Memorandum of Notification to the Chief of Staff, EUSA.

(3) The casualty report submitted through the ROKA SG channels to the Commander, ROKA SG, ATTN: EAGC-TD-ROK, APO AP 96205-0089, must contain as a minimum, name, grade, serial number, address, name of next of kin, and a summary of events leading to the death, serious injury, or illness. The ROKA Staff Officer of the KATUSA soldier's assigned unit should assist in the preparation of this report to ensure that data submitted is sufficient to meet current requirements of ROKA Reg 142.

(4) A copy of this casualty report in English will also be delivered as soon as possible to the ROKA Affairs Liaison Office, EUSA, G3 Training Division (Yongsan 725-8912/8229).

b. A DD Form 2064 (Certificate of Death (Overseas)) authenticated by a U.S. medical officer will be prepared in original and six copies and submitted to the ROKA Staff Officer of the unit to which the KATUSA soldier is assigned. Six copies of a typed memorandum reporting the circumstances of death and two copies of the list of personnel effects (authenticated by the unit's senior ROKA Staff Officer) will be prepared in Korean and forwarded to the Commander, ROKA SG, ATTN: EAGC-TD-ROK, APO AP 96205-0089, along with the decedent's personnel records. The unit commander, with the assistance of the unit ROKA Staff Officer, will ensure the decedent's next of kin are notified and provided copies of the death certificate and other documents required by ROKA regulations.

c. A summary court officer (SCO) will be appointed upon notification of death to handle disposition of the deceased KATUSA soldier's personnel effects. To ensure that all the deceased's personal articles are inventoried and accounted for, the SCO will coordinate all pertinent actions with the unit ROKA Staff Officer. The SCO will receipt the personal effects over to the senior ROKA Staff Officer who will forward the belongings to the next of kin IAW ROKA regulations.

d. Notification of next of kin will be made in person. This requirement must be coordinated with ROKA SG to ensure that multiple notifications, with resulting stress, are avoided. If ROKA officials make notification in person, a U.S. Army representative in the same grade and familiar with the deceased KATUSA soldier and assigned to the same unit will accompany the ROKA official. Prior to making notification to the next of kin, the unit representative should consult the 8th PERSCOM (COC) for guidance.

(1) Although the U.S. Government is not liable for benefits or assistance to KATUSA soldier family survivors, USFK Reg 526-11 authorizes solatium payments to families and survivors of KATUSA soldiers seriously injured or killed in the line of duty. Serious injury is defined as an injury that is likely to result in permanent disability or hospitalization in excess of 72 hours, unless the hospitalization is solely for observation. Commanders should ensure that unit ROKA Staff Officers arrange for funeral pay for the next of kin through ROKA channels.

(2) The commander will prepare a Letter of Sympathy/Condolence to the next of kin within 24 hours of the date of the casualty, using letterhead stationary. The letter will be typed in Hangul and English and hand-carried to the ROKA SG within 72 hours after confirmation and notification of the next of kin. The 8th PERSCOM (COC) will review all letters, in order to protect the interests of the U.S. Government, prior to being dated and dispatched by the ROKA SG.

(3) Collection of donations from unit members and/or co-workers is accepted and considered an appropriate token of sympathy. The unit commander should coordinate with the unit ROKA Staff Officer to determine the most appropriate time and location to offer the donation to the next of kin.

(4) Individual donations should be consolidated and presented as a group donation.

e. Upon receipt of a death report of KATUSA soldiers from subordinate commands, the ROKA SG (EAGC-TD-ROK) will prepare a summarized death report IAW ROKA Reg 142 and forward it to HQ ROKA.

f. The remains of deceased KATUSA soldiers, when released by medical and/or law enforcement authorities, will be transferred to the nearest U.S. Army mortuary or collection point for limited preparation and held until delivery is requested by ROKA authorities or their designated representative.

g. The unit commander of the deceased is responsible for providing, from among the personal effects, a cleaned, pressed uniform with all rank, insignia, etc., a T-shirt, undershorts, and a pair of black socks suitable for burial or cremation.

h. When the cause, place, date, or circumstances of the death of a KATUSA soldier are not known, an investigation will be conducted to insure that all these details are established.

(1) For deaths occurring on a military installation when the complete details of the death are not known, the commander of the installation at which the deceased KATUSA soldier is found will, as quickly as possible after the discovery of the death, appoint an investigating officer to conduct an investigation. The officer appointed to conduct the investigation will be a field grade officer.

(2) When a KATUSA soldier dies under unusual circumstances while away from a military installation, the deceased KATUSA soldier's commander or the commander responsible for submitting the casualty report, will request that the appropriate ROK authorities conduct an investigation to determine the facts surrounding the KATUSA soldier's death. The request for an investigation by ROK authorities will be submitted through SJA and ROKA Staff Officer channels.

(3) The investigating officer will make his/her conclusions on the basis of the evidence presented by law enforcement agencies (military and civilian) and from the questioning of witnesses, including the medical officer or the civilian physician who examined the remains. The testimony of each witness will be placed in writing, subscribed to under oath in the case of U.S. military personnel, and appended to the investigation.

(4) If an autopsy is necessary to ascertain the exact cause and time of death, the Investigating Officer will immediately notify the appointing authority and appropriate ROK Army authority so that arrangements can be made to perform the autopsy. The autopsy will normally be performed by a ROK Army medical officer at a ROK facility, however, in an appropriate case, U.S. and ROK authorities may agree to perform the autopsy jointly at a facility agreed upon by both authorities.

i. In the event a KATUSA soldier dies under circumstances clearly not associated with his duties or by accident, such as suicide or homicide, a KATUSA Crisis Action Team may be convened or alerted by the CofS, EUSA. The KATUSA Crisis Action Team will consist of the following commanders and staff: CofS, EUSA, ACofS G1, PAO, SJA, PMO, Chief, EUSA, G3 Training Division, Cdr, 8th PERSCOM, Cdr, 18th MEDCOM, Special Advisor to Cdr, USFK, U.S. SOFA Secretary and ROKA Affairs LNO.

j. When desired by the next of kin, the unit will conduct a memorial service IAW the unit's SOP for memorial services. The unit commander will discuss the location and procedures of the service with the ROKA SG and the next of kin prior to the arrangement of the service. When the next of kin does not desire unit memorial services, the ROKA will provide the services IAW ROKA regulations.

(1) Attendance at the funeral service and/or gravesite by unit service members is encouraged. Appropriate military or civilian attire will be worn as deemed appropriate by the unit commander in coordination with the ROKA Staff Officer and the desires of the next of kin.

(2) The unit commander will identify distinguished guests and officials for attendance at the funeral and appropriate invitations will be extended.

(3) Unit personnel may also accompany the next of kin to visit the gravesite three to five days after the burial, which is a traditional practice in Korea. Again, the unit commander should consult with the unit ROKA Staff Officer prior to the visit to gain approval from the next of kin.

## CHAPTER 5

### TRAINING

**5-1. PURPOSE.** This chapter outlines policies, responsibilities and procedures for training KATUSA soldiers in EUSA. Chapter 7, EUSA Reg 350-41 parallels this chapter. The regulation with the most recent effective date between EUSA Reg 350-41 and EUSA Reg 600-2 will establish the current KATUSA soldier training guidance and requirements.

**5-2. SCOPE.** Training for KATUSA soldiers includes individual and unit training outlined in EUSA Reg 350-41 and training directed by ROK law and ROKA policies. ROKA Staff Officers attached to EUSA units will participate in ROKA directed training and are encouraged to participate in EUSA training. KATUSA soldiers will participate in ROKA directed training except in special circumstances identified in subparagraph 5-5b.

**5-3. POLICY.** The EUSA will provide challenging and quality training to KATUSA soldiers. These well-educated and highly motivated soldiers provide EUSA units continuity, regional expertise, and critically needed manpower. They are essential to successful combined operations. Although some cultural and language barriers exist, they can be overcome through dedicated leadership, effective training, and progressive educational programs.

#### **5-4. RESPONSIBILITIES.**

- a. The EUSA, G3 Training Division will--
  - (1) Act as the proponent for all EUSA directed KATUSA soldier training.
  - (2) Supervise the operations of the KTA.
  - (3) In coordination with the ROKA SG, establish policies on training and graduation requirements for KATUSA trainees at the KTA.
  - (4) Provide training on the customs and operating procedures of the U.S. Army to KATUSA soldiers at the KTA.
  - (5) Provide the MOSIT contractor a copy of the annual KTA training schedule immediately after it is published.
  - (6) Through the EUSA MOSIT Contractor, conducts the initial phase of ELTPK.
  - (7) Conduct staff assistance visits to provide overall supervision and quality control for the KATUSA soldier training program.
  - (8) Refer MOSIT contract training concerns and issues to the EUSA, G3 Training Division, Training Education Officer for review, resolution and correction.
  - (9) Allocates class space to MSCs for KATUSA soldier attendance at PLDC.

b. EUSA MSCs will--

(1) Train each KATUSA soldier on critical KATUSA MOS and CTT skills that support the unit's collective tasks.

(2) Conduct sustainment training for unit unique, critical KATUSA MOS and common tasks throughout the KATUSA soldier's tour.

(3) Inspect KATUSA soldier training as part of the Command Inspection Program (CIP). See Appendix J, KATUSA Soldier Program Checklists.

(4) Issue KATUSA soldiers and their NCO leaders appropriate soldiers' and common task manuals.

(5) Include KATUSA NCOs in the unit NCO Development Program (DP).

(6) Ensure that all U.S. and KATUSA soldiers receive training on EUSA Reg 600-2 to ensure that all soldiers are knowledgeable of the regulation's contents. This training should be conducted upon initial assignment to the unit and at least once each year thereafter.

(7) Include KATUSA soldier awareness training in unit Officer DP and NCODP at least twice a year. Assistance for these classes is available from EUSA, G3 Training Division, ATTN: EAGC-TD-COT, Unit #15236, APO AP 96205-0009.

(8) Maintain an OML for attendance at PLDC.

c. The ROKA SG will--

(1) Provide all KATUSA soldiers ROKA basic training before assignment to KTA.

(2) Coordinate with HQ, ROKA and EUSA, G3 Training Division, to maintain, but not exceed, 100 percent fill for each KTA class.

(3) Before KATUSA soldiers complete training at the KTA, assign KATUSA soldiers a KATUSA MOS. Consider each soldier's education, civilian occupation, and EUSA's personnel needs in making this assignment.

(4) Manage KATUSA soldier assignments IAW each soldier's assigned MOS, the current KATUSA Soldier Manning Document and EUSA's needs.

(5) Conduct KATUSA Soldier ETS training.

(6) Monitor the training climate of all units with KATUSA soldiers.

(7) Provide EUSA, G3 Training Division, the annual Nonsan Basic Training Course schedule so that the KTA training schedule can be formulated.

(8) Refer to EUSA, G3 Training Division, all training concerns and issues for review, resolution and correction.

(9) Ensure all KATUSA soldiers assigned to ROKA SG and ROKA Staff Offices are trained in their KATUSA MOS skills necessary for mission accomplishment.

**5-5. ROK LAW AND ROKA DIRECTED TRAINING.** ROKA personnel serving with the U.S. Army remain subject to ROK law and ROKA directed training. U.S. commanders are responsible to accomplish this training and to integrate it into unit short and long-range training plans. ROKA Staff Officers and NCOs will conduct ROKA directed training.

a. Commanders will allocate two hours on Wednesday to ROKA directed training. All ROKA directed training will be conducted during normal duty hours.

b. All KATUSA soldiers will attend ROKA directed training except when precluded by field training and major exercises. KATUSA soldiers who miss ROKA directed training will make up missed training within ten days of completion of the exercise or field training. This make-up training will be conducted during normal duty hours. Absence from training and make-up training must be coordinated with the ROKA staff office.

c. Commanders will keep their ROKA Staff/LNOs abreast of training plans. Commanders will assist and support ROKA instructors in resourcing ROKA directed training.

d. ROKA Staff Officers/NCOs will provide the unit commander with a training schedule of subjects for ROKA directed training at least six-weeks prior to the training being conducted. Commanders should periodically attend ROKA directed training.

#### **5-6. EUSA TRAINING REQUIREMENTS.**

a. KATUSA MOS Training.

(1) Commanders will train and certify each KATUSA soldier on KATUSA MOS and CTT tasks that support the unit's collective tasks. The status of KATUSA soldier KATUSA MOS certification will be reported during the unit's SATB. The status will be reported as a percentage of KATUSA soldiers certified verses the number of KATUSA soldiers assigned. KATUSA soldiers will be KATUSA MOS certified within six months of assignment. EA Form 657-R-E (KATUSA Soldier KATUSA MOS Certification Training Record) (see Appendix E for instructions for downloading), is a locally reproducible training record to aid in maintaining the training status of KATUSA soldier KATUSA MOS training certification.

(2) KATUSA Soldier KATUSA MOS Certification Procedures:

(a) The KATUSA Soldier KATUSA MOS Certification Training Record (EA Form 657-R-E) will be initiated at the KATUSA Training Academy (KTA). KTA personnel will complete personal data and enter the current FY CTT data on the record. New KATUSA trainees will receive initial training and evaluation on these common tasks at the KTA. This evaluation will be annotated on the training record.



(b) The KTA will send the KATUSA Soldier KATUSA MOS Certification Training Record (EA Form 657-R-E) to each unit with graduating KATUSA soldiers. Each unit commander and subordinate unit leaders (squad, section, platoon) must identify critical individual and collective level 1 duty tasks that the KATUSA soldiers must be able to perform to support the unit's collective tasks. These tasks can come from soldier's manuals or be tasks that are duty position unique (i.e. maintaining KATUSA Soldiers Clothing Maintenance Allowance System (CMAS) records, operating assigned vehicles, operating mission critical automation equipment (TACCIMS, ADOCS)). These tasks are entered on the training record with sufficient identification data (task # and title from soldier's manual; AR, FM, or TM para and title, etc.) to allow trainers to easily reference source requirements to train and evaluate to "task, conditions, and standard." The number of tasks should be limited to 25 or fewer tasks.

(3) Section leaders will train and evaluate KATUSA soldiers on these tasks. Evaluation results will be annotated on the training record. Once a KATUSA soldier has successfully demonstrated 100% "go" on CTT and 100% "go" on level 1 duty tasks the KATUSA soldier is considered KATUSA MOS certified. The certification statement on the training record will be dated and signed. KATUSA soldier KATUSA MOS certification will be reported during SATBs as a percentage of KATUSA soldiers certified against the number assigned.

(4) The unit commander and subordinate unit leaders (squad, section, platoon) must identify critical individual and collective level 2 duty tasks that the KATUSA soldiers must be able to perform at the NCO level to support the unit's collective tasks. These tasks are used to identify professional development training requirements only. These tasks are not part of KATUSA soldier KATUSA MOS certification.

b. EUSA Individual Training. KATUSA soldiers will complete all EUSA individual training required by EUSA Reg 350-41 except Code of Conduct and reenlistment-related training.

c. Noncommissioned Officer DP Training. Commanders will ensure that KATUSA soldier NCOs attend NCODP training along with their U.S. NCO counterparts.

d. KATUSA Language Training. To fight effectively as part of the U.S. Army team, KATUSA soldiers must have English language skills. To provide these skills, commanders will implement and support the KATUSA English Language Training Program. The English Language Training Program is conducted in two phases. Phase I is 56 hours of formal classroom training conducted during initial entry training at KTA. Phase II is comprised of 12 hours of informal training conducted in the unit each month. Each phase is explained below.

(1) Phase I - Centralized KTA ELTPK.

(a) Upon assignment to the KTA, all KATUSA soldiers will be administered the American Language Course Placement Test (ALCPT) by the KTA as a pre-test for class placement.

(b) Following the pre-test, all KATUSA soldiers will attend the MOSIT contract 56-hour ELTPK as provided by the MOSIT Contractor center at KTA.

(c) Upon completion of the ELTPK course, all KATUSA soldiers will take the ALCPT post-test.

(d) The KTA Commander will coordinate with ROKA SG to ensure that appropriate personnel and/or training records are annotated with the ALCPT post-test score prior to leaving KTA.

(e) Commanders receiving KATUSA soldiers without an ALCPT test score are to contact the KTA to obtain copy of test results.

(2) Phase II - Informal English Language Training Program at Permanent Duty Station. Phase II training is conducted at the KATUSA soldiers assigned unit. Twelve hours of informal English training is required each month for all assigned KATUSA soldiers. Informal training will focus on reinforcing English conversation and listening skills as they pertain to the specific duty assignment or work environment. Units may use DLI, EUSA G3 developed material, or other material as appropriate to assist in this training. Training may consist of job-site interviews, homework assignments, speech contests, etc. Figure 5-2, Appendix L, pages L-9 and L-10, gives a sample program of instruction for the Phase II English Program.

**5-7. KATUSA SOLDIER ROKA ETS TRAINING.** KATUSA soldiers must complete ROKA ETS Training before separation from active duty.

a. Brigade and separate battalion ROKA Staff Officers/NCOs conduct ETS Training during the last seven working days the KATUSA soldier is on active duty.

b. ETS training will not exceed three days in duration.

c. ROKA Staff Officers attached to EUSA units will notify unit commanders of who must attend ETS training at least five weeks before it is conducted. Unit commanders will inform their KATUSA soldiers of the location, date, and time of ETS training.

d. When possible, KATUSA soldiers will remain billeted in their unit area during ETS training. If this is not feasible, commanders will--

(1) Coordinate with the installation commander hosting ETS training to schedule temporary billeting. This coordination should be made at least 15 days before the training. Installation commanders will provide appropriate transient housing to support external KATUSA soldiers present for ETS training.

(2) Provide transportation to/from the ETS training installation. If contract or public transportation is used in lieu of unit vehicles, commanders will provide KATUSA soldiers with appropriate tickets or vouchers.

(3) Exempt KATUSA soldiers from other duties while they attend ETS training. KATUSA soldiers will continue to perform assigned duties until seven working days before ETS.

(4) Ensure that a U.S. officer in the grade of Lieutenant Colonel or higher will address all KATUSA soldiers undergoing ETS training at a KATUSA soldier ETS ceremony. This U.S. officer will express appreciation for KATUSA soldiers' service. The ROKA LNO at each ETS training installation will coordinate for the U.S. officer speaker.

**5-8. KATUSA SOLDIER ATTENDANCE AT PLDC.**

a. KATUSA soldiers may attend PLDC at the EUSA NCO Academy along with their U.S. counterparts.

b. Responsibilities.

(1) The Chief, EUSA, G3 Training Division, has overall staff responsibility for matters dealing with KATUSA soldiers attending PLDC. The Chief, G3 Training Division, exercises this responsibility through the EUSA, G3 Combined Training Section. Specific responsibilities are to--

(a) Coordinate with the NCO Academy and establish policy for KATUSA soldier attendance at PLDC.

(b) Allocate quotas for KATUSA soldier attendance at PLDC to MSCs for the fiscal year by 1 September each year. Priority of allocations is to combat arms and military police MOSs in the following units 2ID, JSA, 8<sup>th</sup> MP, 17<sup>th</sup> Avn Bde, and 6<sup>th</sup> Cav Bde. Also, KATUSA soldiers designated as assistant squad leaders in the 23d Chemical Battalion will be given equal priority as combat arms and military police MOSs.

(c) Process academic awards for KATUSA soldiers through the American Embassy in sufficient time to ensure awards are available for presentation at graduation.

(2) The Commandant, NCO Academy, has overall responsibility for the day-to-day functioning and program of instruction of PLDC. Specific responsibilities concerning KATUSA soldier attendance at PLDC are to--

(a) Provide slots for KATUSA soldier attendance at PLDC during each cycle. This number may be reduced or eliminated during periods when the number of U.S. soldiers on promotion standing lists dictate that the slots are needed for U.S. soldiers.

(b) Allocation of slots for KATUSA soldier attendance at PLDC is determined through coordination between the Chief, G3 Training Division, and the Commander, ROKA SG.

(c) Present all KATUSA soldiers who meet the academic standards a diploma and the KATUSA Soldier Tiger Badge.

(d) Present the KATUSA soldier with the highest academic average a diploma and a Gold KATUSA Soldier Tiger Badge. Present the KATUSA soldier with the next highest academic average, a diploma and a Silver KATUSA Soldier Tiger Badge. KATUSA soldiers will compete equally with their U.S. soldier counterparts for all other awards.

(e) Handle KATUSA soldiers in the same manner as their U.S. counterparts for any PT awards.

(3) The MSC Command Sergeants Major will--

(a) Allocate KATUSA soldier PLDC quotas to subordinate units immediately after receiving the MSC quota from EUSA, G3 Training Division. Priority of allocations is to combat arms and military police MOSSs.

(b) Consolidate subordinate unit OMLs at MSC level and ensure KATUSA soldier quotas are integrated into the OML and submit to EUSA, G3 Training Division, as requested by separate memorandum.

(c) Monitor the selection of KATUSA soldiers for attendance at PLDC and ensure that only the best qualified KATUSA soldiers are being selected. Coordination with ROKA Staff Officers/NCOs will assist in determining the best-qualified KATUSA soldiers.

(4) Unit Commanders, Command Sergeants Major, and First Sergeants will--

(a) Select KATUSA soldiers for attendance at PLDC that demonstrate leadership potential and a willingness to lead.

(b) Establish and maintain an order-of-merit list that integrates the quotas for KATUSA soldier attendance at PLDC. This OML must project attendance at least three class cycles out and may include projected KATUSA soldiers in the grade of PFC. Commanders and First Sergeants must ensure that KATUSA soldiers are aware of their pending attendance at PLDC at least 30 days in advance.

(c) Employ KATUSA soldier PLDC graduates in leadership positions.

(d) Provide transportation to the NCO Academy for KATUSA soldiers.

(e) Ensure that KATUSA soldiers selected for attendance at PLDC meet the following requirements:

--Passed CTT within the past 12 months.

--Passed the APFT within the past 6 months.

--Meet the height/weight standards of AR 600-9.

--Have at least 6 months retention in service upon graduation from PLDC.

--Were notified at least 30 days in advance of attendance at PLDC.

--Do not have a permanent or temporary profile that would prevent participating in training at the NCOA.

--Are free of administrative flagging actions that could result in recall while attending PLDC.

--Have all required items of clothing and equipment to attend the course IAW the EUSA NCO Academy PLDC Student Guide.

--Have been issued Invitational Travel Orders and have received advance travel pay IAW Figure 5-3, Appendix L, page L-11.

--Have been issued two haircut coupons and a KCK, if one is to be issued during the month of the course, prior to departure for PLDC.

**CHAPTER 6****LOGISTICAL MANAGEMENT**

**6-1. PERSONAL MILITARY CLOTHING AND ORGANIZATIONAL CLOTHING AND EQUIPMENT FOR ROKA STAFF/LIAISON OFFICERS (LNOS) AND AIDES-DE-CAMP.** The Chief of Staff, ROKA, is responsible for the issue and supply of personal military clothing and organizational clothing and equipment to ROKA Staff/LNOs and ROKA Aides-de-Camp. Major subordinate commanders may authorize the issue of selected items of organizational clothing and equipment (CTA 50-900) providing adequate safeguards exists to ensure their return and providing no U.S. armed forces personnel are denied the issue of like equipment because of issue to ROKA Staff/LNOs or ROKA Aides-de-Camp.

**6-2. PERSONAL MILITARY CLOTHING AND ORGANIZATIONAL CLOTHING AND EQUIPMENT FOR KATUSA SOLDIERS.**

a. KATUSA soldiers are authorized issue of U.S. clothing items and equipment under the provisions of CTA 50-900. KATUSA soldiers will receive U.S. military clothing and equipment IAW with Table 6-1, Appendix L, page L-17.

(1) KATUSA soldiers are issued athletic shoes as part of their initial issue and then semi-annually thereafter in May and November.

(2) Unit supply sergeants will prepare a memorandum for the unit commander's signature to order replacement athletic shoes. The memorandum will contain a breakdown of sizes needed. This memorandum will be forwarded to the property book officer (PBO), S4, or other higher applicable supply channel for consolidation. To maintain accountability of athletic shoes, KATUSA soldiers will sign for issue of athletic shoes on EA Form 999-R-E (KATUSA Soldier Athletic Shoe Issue Roster) (which will be downloaded from the G6 Intranet (See Appendix E)), listing each KATUSA soldier by name, KA service number, shoe size, date received and signature. The EA Form 999-R-E must be maintained in the KCB for one year.

(3) Athletic shoes will also be issued to ROKA Staff NCOs who do PT with their assigned U.S. unit on a regular basis.

b. The Central Issue Facility (CIF) will issue organizational issue items when KATUSA soldiers arrive at their permanent duty units.

c. ROKA Staff NCOs assigned to EUSA units will be issued the same clothing and equipment as KATUSA soldiers when they arrive at KTA. Supplemental organizational clothing and equipment may be authorized based on unit of assignment and individual duty requirements.

### **6-3. ISSUE OF PERSONAL MILITARY CLOTHING AND ORGANIZATIONAL CLOTHING AND EQUIPMENT.**

a. Initial issue. The Commander, KTA, coordinates with the Clothing Sales Store (CSS) and the Organizational Clothing and Individual Equipment Issue Point, Camp Red Cloud, for the issue of personal military clothing and limited organizational clothing and equipment, respectively.

(1) Personal military clothing. A DA Form 3078 (Personal Clothing Request) will be initiated, in duplicate, to record the clothing issue at KTA. Instructions for completing this form are contained in appendix F. The original copy of this form will be furnished to the Commander, KTA, who will forward it to the respective units receiving KATUSA soldiers. The CSS manager will retain the duplicate copy for 6 months, then destroy.

(2) Organizational Clothing and Equipment. A DA Form 3645 (Organizational Clothing and Individual Equipment Record) will be initiated in duplicate to record the items and quantities of clothing and equipment issued. The name block of the DA Form 3645 will be annotated with the word "KATUSA". Both copies of the DA Form 3645 will be furnished to the Commander, KTA, who will forward them to the respective units receiving KATUSA soldiers IAW paragraph 6-3c.

b. Should KATUSA soldiers arrive at their unit without items of initial issue clothing, because of shortages that could not be filled prior to graduation from KTA, the commander will ensure that shortages are filled within 30 days by submitting DA Form 3078 to the local Military Clothing Sales Store. The supply sergeant will verify the shortages by reviewing the KATUSA soldier's initial issue DA Form 3078. See appendix F for examples.

c. Forwarding DA Forms 3078 and 3645. The DA Forms 3078 and 3645 are permanent records and must be appropriately safeguarded. The Commander, KTA, will ensure that for each graduating KATUSA soldier the original copy of DA Form 3078 and both the original and duplicate copies of DA Form 3645 are given to the unit representative who picks up KATUSA soldiers at KTA. No KATUSA soldier will be allowed to hand-carry these forms.

### **6-4. KATUSA SOLDIER CLOTHING AND EQUIPMENT FILE.**

a. Upon arrival of a newly assigned KATUSA soldier, the commander will initiate a KATUSA soldier clothing and equipment file, which includes the DA Forms 3078 and 3645, provided by the Commander, KTA.

b. The maintenance of this file is the responsibility of unit U.S. supply personnel.

c. This file will consist of--

(1) All original copies of DA Form 3078 reflecting both initial issue and issue of initial issue shortages of personal military clothing at the KTA.

(2) The duplicate copy of the DA Form 3645 reflecting issue of organizational clothing and equipment at the CIF, Camp Red Cloud. The original copy should be forwarded to the local supporting CIF IAW AR 710-2. If the unit is not supported by a CIF, both the original and duplicate copies will be maintained in this file.

(3) A copy of all subsequent DA Forms 3078 reflecting issue, charge sales of personal military clothing and/or footwear, and clothing showdown inspections.

(4) The EA Form 333-R-E (Clothing Monetary Allowance System (CMAS)) for KATUSA Personnel)(which will be downloaded from the G6 Intranet)(see Appendix E ). The use of this form is discussed in paragraph 6-8. Preparation instructions are contained in appendix G with a sample at Appendix G, page G-5.

d. Should the DA Forms 3078 and 3645 not be received from the Commander, KTA, the commander will contact the Commander, KTA, who will obtain and forward reconstructed copies.

#### **6-5. SUPPLEMENTAL ISSUE OF ORGANIZATIONAL CLOTHING AND EQUIPMENT.**

a. The commander will ensure that missing items are issued within 1 month from the local supporting CIF.

b. KATUSA soldiers may be issued specialized organizational clothing and equipment not normally stocked or issued by the CIF (e.g., coveralls, safety shoes, etc.). These items will be obtained through normal supply channels, citing CTA 50-900 as the basis for issue. CTA 50-900 items not maintained by CIF are procured through the unit organization property book on a DA Form 2765-1 (Request for Issue or Turn-in).

**6-6. KATUSA SOLDIER CLOTHING INSPECTIONS.** Unit commanders will conduct quarterly clothing inspections of KATUSA soldiers in their units using DA Form 3078. Shortages will be corrected through the use of the clothing monetary allowance system discussed in paragraph 6-7.

#### **6-7. CLOTHING MONETARY ALLOWANCE SYSTEM (CMAS).**

a. Upon completion of 180 days service with EUSA, each KATUSA soldier and ROKA Staff NCO who was issued and wears the U.S. Army uniform is entitled to an accrued monthly credit allowance for the maintenance of personal military clothing. See Table 6-2, Appendix L, page L-18, for CMAS rates. (**Note:** This table is used to determine the first month's entitlement). Accounting of CMAS credits earned and expended is accomplished utilizing EA Form 333-R-E (see Appendix G). An EA Form 333-R-E will be maintained in each KATUSA soldier's clothing and equipment file. KATUSA soldiers' service with EUSA begins the day they arrive at the KTA; therefore, the CMAS credit eligibility date is 180 days from the date on their DA Form 3078 for their initial clothing issue, i.e., the CSS issue date. Preparation instructions and sample DA Form 3078 are contained in Figure F-3, Appendix F, page F-4.

b. The EA Form 333-R-E will be initiated within the first week of the month following the KATUSA soldier's completion of 180 days service with EUSA. Monthly credit thereafter will be posted each month on the first day of the month for the previous month. The CMAS credits spent will be posted immediately after the applicable DA Form 3078 is returned from the CSS.

c. Correcting EA Form 333-R-E errors should be done in the following manner. Make necessary corrections of CMAS in the column below the last posting. Enter a short reference; i.e., calculation too high/low, math error, wrong eligibility date, etc., and initial reference. Complete EA Form 333-R-E as directed.



d. In most cases KATUSA soldiers will complete the minimum 180 days service with EUSA in the middle of a month. Table 6-2 assists in determining the accrued credit for that first month of eligibility. For example, a KATUSA soldier coming to EUSA on 13 November completes 180 days service on 12 May, and the soldier's credit begins 13 May. May is a 31-day month. Table 6-2 indicates that for a 31-day month, the KATUSA soldier who becomes eligible to accrue CMAS credits on the 13th accrues \$4.45 credit the first month.

e. The CMAS credit is not the KATUSA soldier's to be used as desired. It is intended to be used only for replacement of those items of personal military clothing listed in table 6-1 as approved by the commander of the U.S. Army unit to which assigned. Additional initial issue clothing can only be authorized and directed by a medical officer. The additional initial issue clothing requested by a medical officer should have the directed statement attached to the DA Form 3078 when taken to the CSS. The unit must fund all other initial issue-clothing items and issued through their servicing class II, IV, VII sources.

f. Charge sales and advance CMAS credits are not authorized. Prior to authorizing purchases of personal military clothing, the unit supply sergeant must personally verify from the EA Form 333-R-E that sufficient CMAS credit has been accrued. The purchase of personal military clothing will not be disapproved or delayed if a need exists and sufficient CMAS credit has accrued for the KATUSA soldier concerned. The verification process is initiated when the U.S. supply sergeant reviews the KATUSA CMAS files to ensure he has sufficient CMAS. The supply sergeant will initial the left side of the statement prior to the DA Form 3078 being taken to the Commander for signature. If the supply sergeant's initials are not on the DA Form 3078, the commander will not sign until he/she confers with the supply sergeant.

g. When a KATUSA soldier is returned to the ROKA for any reason accrued CMAS credits are forfeited. They may not be used, transferred, or refunded in any manner. There is no requirement to close out the CMAS credits (EA Form 333-R-E) upon release from EUSA; however, if the KATUSA soldier is transferred to another EUSA unit, all clothing records will be forwarded by U.S. mail to the gaining unit.

h. Should a KATUSA soldier's EA Form 333-R-E become lost or destroyed, the unit commander (or designated representative) will:

(1) Determine the credit accrued based on the date the individual completed 180 days service with EUSA as reflected in his personnel/clothing records (CSS issue date).

(2) Reconstruct debits (purchases) from the voucher file of DA Form 3078 that are maintained for audit purposes.

(3) Review the EA Form 247-R-E (KATUSA CMAS Voucher Register)(which will be downloaded from the G6 Intranet)(see Appendix E), for the named KATUSA soldier's purchases.

i. Examples of the most common unauthorized statements and CMAS purchases are found in Figure F-5, Appendix F, page F-6.

**6-8. KATUSA SOLDIER CMAS VOUCHER REGISTER.**

- a. A voucher register reflecting all actions charged to a KATUSA soldier's CMAS account will be initiated using EA Form 247-R-E.
- b. Appendix H provides block-by-block preparation instructions for EA Form 247-R-E.
- c. Voucher registers and supporting vouchers will be maintained by calendar year. They will be discontinued on 31 December, placed in the inactive files, and thereafter destroyed only when all personnel listed on them have been discharged or transferred from the unit.

**6-9. REPLACEMENT OF UNSERVICEABLE PERSONAL MILITARY CLOTHING.**

a. The commander will establish the unserviceability of a KATUSA soldier's item of personal military clothing, establish that the unserviceability is the result of normal wear and tear, determine whether or not the item is repairable, and confirm that the individual's CMAS balance is sufficient to cover repair/replacement costs. Each installation commander is required to have a repair and sewing contract for all soldiers (U.S. and KATUSA) E5 and below IAW AR 700-84, paragraph 5-5 and chapter 13.

- b. Replacement of personal military clothing that is unserviceable and beyond repair.

(1) Requests for issue and/or replacement of personal military clothing for KATUSA soldiers within 90 days of ETS will be processed through channels to the battalion commander (or first LTC commander for units not organized in battalions) for approval.

(2) An authorized CMAS purchase list with the maximum purchases is found at Figure F-4, Appendix F, page F-5.

**6-10. LOSS, DAMAGE, DESTRUCTION, OR UNAUTHORIZED DISPOSAL OF U.S. GOVERNMENT-OWNED PROPERTY.**

a. When an item of a KATUSA soldier's personal military clothing or organizational clothing and equipment is lost, damaged, or destroyed, the following actions will be taken:

(1) The unit commander will investigate to determine negligence. When the unit commander determines negligence, the procedures in subparagraph 6-10b will apply.

(2) When no negligence is found, the unit commander will initiate a DA Form 3078 IAW AR 700-84 and this regulation. The unit commander will sign the "APPROVED BY" block and present this form to the CSS manager for issue of the missing items. This transaction has no connection with the KATUSA soldier's CMAS account and will not be charged or posted to his EA Form 333-R-E or EA Form 247-R-E.

(3) When no negligence is found for missing organizational clothing and equipment, the unit commander will submit a statement to the CIF stating that the KATUSA soldier is relieved of responsibility for the missing items and that the items are to be reissued. The KATUSA soldier's DA Form 3645 will be appropriately annotated.

b. When negligence, improper conduct or illegal disposition by a KATUSA soldier resulting in the loss, damage, or destruction of U.S. Government-owned property can be substantiated, the following procedures will apply:

(1) The KATUSA soldier must be reported to the unit ROKA Staff Officer for disciplinary action.

(2) Although no claim will be asserted against the ROKA for damage, destruction, or unauthorized disposal of U.S. Government-owned property, KATUSA soldiers can be held individually or jointly liable. The commander and/or supervisor who has property responsibility and/or accountability will initiate a DA Form 4697 (Department of the Army Report of Survey), prior to the KATUSA soldier's ETS, for the express purpose of dropping said clothing and equipment from the unit's property records and to ensure that necessary investigations are conducted IAW AR 735-5. Reports of survey will be prepared, investigations conducted, and final actions taken on losses, damage, destruction, or unauthorized disposals of U.S. Government-owned property issued to KATUSA soldiers IAW AR 735-5. The KATUSA soldier's full name, serial number, address (military and civilian if applicable), and any other information that would aid in locating the individual at a later date will be indicated in the report of survey. If the surveying officer determines that a pecuniary charge is warranted, the following recommendation will be made in Item 26 of DA Form 4697: "RECOMMENDATION: KATUSA!! That claim action IAW AR 27-20 is initiated against (name)." If U.S. personnel are involved on the same DA Form 4697, but have not been held pecuniary liable, the recommendation will include the additional phrase, "and that all U.S. personnel concerned be relieved of accountability and responsibility." When a KATUSA soldier is held financially liable, a copy of the report of survey with all evidence will be forwarded to the Chief, U.S. Armed Forces Claims Services, Korea, Unit #15311, APO AP 96205-0084, for collection action. A notation should be made in the KATUSA soldier's files. If further questions/concerns exist contact EUSA, G4 Programs and Reconstitution Branch, or your nearest Judge Advocate's Office.

**6-11. TURN-IN OF PERSONAL MILITARY CLOTHING AND ORGANIZATIONAL CLOTHING AND EQUIPMENT.** All ROKA personnel and KATUSA soldiers separating from EUSA will turn-in all personal military clothing and organizational clothing and equipment. The provisions of AR 710-2, paragraph 2-13, apply to the turn-in of personal military clothing and organizational clothing and equipment. The DA Form 137-R (Installation Clearance Record)(which will be locally reproduced on 8 1/2-by 11-inch paper) will be used to reflect proper clearance of the CIF. The following procedures will apply:

a. Commanders will ensure that all patches, nametapes, and grade insignia are removed from individual clothing prior to turn-in.

b. Units will turn in all personal military clothing to their supporting class II, IV, and VII supply support activities using DA Form 3161 (Request for Issue or Turn-in). Clothing will not be mailed to supply points.

c. Commanders of units must add the following statements to the "REMARKS" block of the DA Form 137-R: "This is to verify that this KATUSA soldier has turned in all items of personal military clothing and organizational clothing and equipment previously issued which are not authorized to be retained by him."

d. Supporting class II, IV, and VII supply activities will perform a technical inspection on all personal military clothing received from supporting units. Technical inspections will be performed IAW AR 30-1. Clothing items in a Code A or Code B condition will be forwarded to the accountable officer, Supply Point 52, using DA Form 3161. All other clothing will be turned in to the supporting Defense Reutilization and Marketing Office (DRMO) using DD Form 1348-1 (DOD Single Line Item Release/Receipt Document).

**6-12. BILLETING OF ROKA PERSONNEL SERVING WITH THE U.S. ARMY.**

a. All KATUSA soldiers will be provided billeting equal to that provided U.S. armed forces personnel commensurate with their rank.

b. The ROKA Staff/LNOs, Aide-de-Camps and ROKA Staff NCOs may be provided billeting in U.S. facilities on a space available basis IAW AR 210-50, para 3-35d. These ROKA personnel will be given housing priority V IAW Table 3-4, AR 210-50, and will be required to sign a statement stating they are aware that they may be required to vacate the quarters upon 30 days notice if the quarters are required to house U.S. personnel. The installation commander is the approval authority for each request for billeting.

**6-13. KATUSA SOLDIER COMFORT KIT (KCK).** The KCKs consisting of various health and comfort items necessary for the maintenance of appearance and morale are issued bi-monthly to KATUSA soldiers. Table 6-3, Appendix L, page L-19, indicates both the items and frequency of issue. ROKA Staff Officers are not authorized KCKs.

a. Policies. The following policies apply to KCKs:

(1) The KCKs are controlled items but are considered expendable. A monthly record will be maintained on EA Form 997-R-E (KATUSA Comfort Kit (KCK) Monthly Company Roster), which will be downloaded from the G6 Intranet (See Appendix E). The EA Form 997-R-E will be kept in the KATUSA Continuity Binder (KCB) at Tab C along with all supporting data with the most recent months data on top. A copy of the DA Form 2765-1 requesting the KCKs will be attached to the EA Form 997-R-E after the KCKs have been distributed. The KCK appointment letter/orders must be kept current.

(2) Selling, donating, or otherwise disposing of items in a KCK, except through normal use by KATUSA soldiers, is prohibited.

(3) The KCKs will not be withheld from KATUSA soldiers as a form of disciplinary action under any circumstance.

(4) When a KATUSA soldier is reassigned from one unit to another prior to issue of his bi-monthly or semiannual comfort kit, the losing unit commander is responsible for ensuring that the kit is forwarded to the gaining unit commander for issue to the KATUSA soldier.

b. The KCK is a controlled item. The following procedures will be initiated to ensure accountability and U.S. personnel involvement.

(1) Company commanders will designate via letter orders, the supply sergeant, and at least one alternate, to validate the KCK monthly requests, pick-ups, and distribution/issues. The designation letter orders will be prepared IAW Figure 6-2, Appendix L, page L-13.

(2) The original letter will be sent to the servicing Supply Point. A copy will be retained in local supply files and an additional copy placed in the supply sergeant's KCB. The supply sergeant will administer the KCK issues. The KCKs are issued on an EA Form 997-R-E, i.e., one signature per KCK. The EA Form 997-R-E will be filed locally and a copy may be placed behind the designation letter orders at Tab C (KCB). The DA Form 2765-1 and monthly request data sheets will be attached to the file copy of the EA Form 997-R-E. Appendix I must be followed. The supply sergeant must initial the left side of commander's statement verifying for the commander, the number of KATUSA soldiers assigned.

c. Initial KCK. Each ROKA soldier assigned to the KTA will be issued the initial KCK. Only the Commander, KTA, may requisition and stock this type of kit. He is authorized to maintain a stock of 300 kits. This stockage is replenished through normal requisitioning action after new KATUSA soldiers have been issued their kits.

d. Bi-monthly KCK. Bi-monthly KCKs are issued every February, April, August, and October. The semiannual KCK is issued in June and December.

(1) Commanders of units with KATUSA soldiers assigned will submit requisitions for bi-monthly comfort kits through class I supply channels NLT the last work day of the month prior to month of issue to their supporting troop issue subsistence activity using DA Form 2765-1 (see app I). Requisitions will be for the total number of kits required during the following month based on the actual KATUSA soldier strength as of the 25th of the current month. The U.S. supply sergeant will verify the actual strength by initialing the left side of the commander's statement.

(2) The Commander, KTA, will issue one bi-monthly KCK to each student just prior to graduation. This kit will provide the health and comfort items required until the KATUSA is included in the normal requisitioning cycle by the unit to which ultimately assigned.

e. Semiannual KCK. Commanders will requisition semiannual comfort kits through Class I channels each June and December and will issue the semiannual KCK to each KATUSA soldier without regard to when assigned. This issue includes those items contained in the regular monthly comfort kit, plus those items that require replacement on a less frequent basis.

#### **6-14. KATUSA SOLDIER LAUNDRY.**

a. ROKA officers and NCOs are not authorized laundry service from the U.S. Government. KATUSA soldiers are authorized laundry service from the U.S. Government. This service is limited to one bundle per week, not to exceed 26 total pieces of military clothing only. Contractual laundry service requests are not permitted. Laundry inquiries should be addressed to the Commander, EUSA, ATTN: EAGD-P-SVC, Unit #15236, APO AP 96205-0009.

b. Separate DA Forms 3136 (Roster and Statement) must be prepared by unit supply personnel on KATUSA soldiers' bundles because servicing laundries are required to maintain separate records.

c. Except under unusual circumstances, in-plant processing of KATUSA soldiers' bundles will not exceed three working days. Commanders must coordinate pick-up and delivery schedules with the servicing laundry facility. The EUSA-wide laundry schedule time is 72 hours or less from pick-up to delivery. For example, bundles dropped off at the Camp Casey pick-up site before 0930 hours, Monday, will be returned by 1600 hours Wednesday.

d. Should an item be lost or damaged beyond repair during normal laundry operations, the laundry facility manager will initiate action to authorize gratuitous issue upon verification of the claim by the KATUSA soldier concerned. The laundry facility manager will prepare the DA Form 3078 that will then be presented to the CSS for replacement issue.

e. KATUSA soldiers are authorized to use unit washers and dryers located in the barracks in which they are billeted. Unit supply rooms will provide laundry soap for KATUSA soldiers using barracks washing machines. Commanders must provide washers and dryers for all soldiers (U.S. and KATUSA) as a unit responsibility as outlined under CTA 50-909.

#### **6-15. KATUSA SOLDIER HAIRCUT PROGRAM.**

a. Haircut service will be provided to KATUSA soldiers at AAFES barbershops located on EUSA installations. KATUSA soldiers will be allowed two haircuts per month. The haircuts will be controlled by the use of numbered coupons, EA Form 388 (KATUSA Haircut Coupon)(KHC), which will be used in lieu of payment by the KATUSA soldier.

b. KHCs are printed at the USAPPCK, Camp Market, as EA Form 388. KHCs are sequentially numbered and colored coded differently each month, with the month and year over stamped. KHCs are controlled items and must be accounted for as such. KHCs will be issued to MSCs for the next calendar year on or about 1 November of each year.

c. KATUSA soldiers may present coupons to any AAFES barbershop during regular operating hours to obtain service under this program. KATUSA soldiers are required to verify the service by completing the backside of the coupon.

d. KATUSA soldiers are the only authorized haircut KHC recipients. ROKA Staff Officers and NCOs are not eligible to receive haircuts via this system.

e. The EUSA, G4 is the KATUSA Haircut Program administrator and will--

- (1) Monitor the haircut program.
- (2) Obtain program funding.
- (3) Ensure KHCs are printed and mailed timely.

f. Headquarters AAFES Korea will--

- (1) Provide haircut service to KATUSA soldiers on a first-come first-served basis.

(2) Receive all coupons used at AAFES barbershops. KHCs will be gathered, compiled, and held by AAFES for verification by EAGC-P-SVC representative each month.

(3) Prepare invoices and notify the program administrator for verification prior to submission to the 175th FINCOM for payment.

g. The Chief, EUSA, G3 Training Division, or designated representative will provide the projected strength of KATUSA soldiers by unit, by 1 September each year to EAGD-P-SVC representative.

h. Each MSC, subordinate brigade, and subordinate battalion will designate in writing, a receiving officer or senior NCO to receive, account for, store, and distribute KHCs to subordinates units at company-level. Each company-level unit will designate in writing, an accountable officer or senior NCO to issue KHCs to KATUSA soldiers. Figure 6-1, Appendix L, page L-12, is an example appointment memorandum.

i. Each KHC accountable officer at MSC level will send copies of their appointment orders and KHCs, EA Form 998-R-E (KATUSA Haircut Coupon (KHC) Monthly Issue Roster) and EA Form 998-1-R-E (KATUSA Haircut Coupon (KHC) Issue Log), to the Commander, EUSA, ATTN: EAGD-P-SVC (KATUSA Log Program Manager), Unit #15237, APO AP 96205-0009.

j. When picking up KHCs, the U.S. Army member must sign for the coupons on EA Form 998-1-R-E. KATUSA soldiers may distribute and issue KHCs at unit level. But the last U.S. person that signed for the KHCs bears the responsibility to account for unit KHCs, not the KATUSA soldier. KATUSA soldiers will sign for KHCs on EA Form 998-R-E. At the local commander's discretion, KHCs may be issued one or two at a time to the KATUSA soldier.

k. Excess KHCs will be destroyed each month at using unit level. Destruction will be recorded on EA Form 998-2-R-E (KATUSA Haircut Coupon (KHC) Destruction Log). Two signatures are required.

l. EA Forms 998-R-E, 998-1-R-E, and 998-2-R-E will be maintained on file in the KCB for a period of one year after the form is completed.

m. EA Form 998-R-E, EA Form 998-1-R-E, and EA Form 998-2-R-E will be downloaded from the G6 Intranet (see Appendix E).

**6-16. SUBSISTENCE.** EUSA Suppl 1 to AR 30-1 contains policies and procedures, to include reimbursement, for feeding ROKA personnel serving with the U.S. Army. Commanders will ensure that traditional Korean food items are made available for KATUSA soldiers in dining facilities. Specifically, kim-chi and rice will be served at least twice each day in garrison. Field feeding situations may prevent the same standard from being met. Dining facility managers will report categories of personnel fed through their TISAs to EUSA, G4. KATUSA soldiers and ROKA NCOs are entitled to the same ration support as U.S. soldiers (except separate rations) with their ID Cards.

**6-17. TRANSPORTATION.**

a. ROKA Staff/LNOs and Aides-de-Camps are authorized to travel on U.S. Army owned or leased buses on the same basis as U.S. armed forces personnel. They are authorized to travel by Korean transportation at U.S. Government expense provided they are on official business and are in possession of Invitation Travel Orders authorizing that type of travel.

b. KATUSA soldiers will be afforded transportation on the same basis as U.S. armed forces enlisted personnel.

**6-18. KATUSA SOLDIER CONTINUITY BINDER.**

a. The KCB is designed to ensure that unit commanders and supply sergeants have the tools necessary to manage the logistical support given to KATUSA soldiers. It should contain the regulatory guidance and information on the KATUSA haircut, comfort kit, CMAS, and athletic shoe issue programs. The binder will enable incoming personnel to have a central point of reference from which to manage the logistical support to KATUSA soldiers and should be viewed as a handy, quick reference and knowledge source.

b. The KCB will be prepared at division, brigade, battalion (see Figure 6-3, Appendix L, page L-14) and company (see Figure 6-4, Appendix L, page L-15) levels.

c. The information contained in the KCB should be current and available for review during CIP visits.

**6-19. KATUSA SOLDIER LOGISTICAL SUPPORT INSPECTION CHECKLISTS.** Inspection checklists are available at appendix J for CIP reviews and other internal inspections.



Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, EUSA, ATTN: EACJ-TD-COT, Unit #15236, APO AP 96205-0009 or the Commander, ROKA SG, APO AP 96205-0089. This publication is available for access on the EUSA Intranet.

FOR THE COMMANDER:

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**APPENDIX A**

**REFERENCES**

**SECTION I. REQUIRED PUBLICATIONS**

AR 20-1 (Inspector General Activities and Procedures). Cited in paragraph 4-3.

AR 27-20 (Claims). Cited in paragraphs 2-15a, 2-15b, and 6-10b(2).

AR 30-1 with EUSA Suppl 1 (The Army Food Service Program). Cited in paragraph 6-11d and paragraph 6-16.

AR 40-501 (Standards of Medical Fitness). Cited in paragraph 4-2b.

AR 60-20 (Army and Air Force Exchange Service Operating Policies). Cited in paragraph 4-5a(1), 4-5a(4), and 4-5a(5).

AR 210-50 (Housing Management). Cited in paragraph 6-12b.

AR 215-1 (Administration of Army Morale, Welfare and Recreational Activities and Non-appropriated Fund Instrumentalities). Cited in paragraph 4-9a.

AR 220-45 (Duty Rosters). Cited in paragraph 3-4c(6).

AR 600-8-1 with EUSA Suppl 1 (Army Casualty and Memorial Affairs and Line of Duty Investigations). Cited in paragraph 4-14a(1).

AR 600-8-22 (Military Awards). Cited in paragraphs 3-1a and 3-1f.

AR 600-9 (The Army Weight Control Program). Cited in paragraph 5-8b(4)(e).

AR 600-20 (Army Command Policy). Cited in paragraph 1-5k.

AR 600-55 with EUSA Suppl 1 (The Army Driver and Operator Standardization Program). Cited in paragraph 1-11e(5).

AR 670-1 with EUSA Suppl 1 (Wear and Appearance of Army Uniforms and Insignia). Cited in paragraph 3-1f(1)(c).

AR 672-7(C) (Armed Forces Decorations for Foreign Military Personnel). Cited in paragraph 3-1a.

AR 672-20 (Incentive Awards). Cited in paragraph 4-1.

AR 700-84 (Issue and Sale of Personal Clothing). Cited in paragraphs 6-9a and 6-10a(2).

AR 710-2 (Supply Policy Below the Wholesale Level). Cited in subparagraph 6-4c(2), paragraph 6-11, and appendix I.

AR 735-5 (Policies and Procedures for Property Accountability). Cited in paragraph 6-10b(2).

CTA 50-900 (Common Table of Allowances). Cited in paragraph 6-1, 6-2a, and 6-5b.

CTA 50-909 (Field and Garrison Furnishings and Equipment). Cited in paragraph 6-14e.

DOD 4525.6-M Postal Manual, Volume II. Cited in paragraph 4-10d.

EUSA Reg 350-41 (Eighth United States Army Training). Cited in paragraphs 5-1, 5-2, 5-6b, and appendix J.

ROKA Reg 122 (Officer Assignments). Cited in paragraph 2-8a.

ROKA Reg 123 (Enlisted Military Occupational Specialties). Cited in paragraph 2-9a.

ROKA Reg 302 (Enlisted Personnel Management). Cited in paragraph 2-9a.

ROKA Reg 130 (Leave Policy). Cited in paragraph 3-4a(1)(b).

ROKA Reg 142 (Regulation for the Disposition of Personnel in both Wartime and Peacetime). Cited in paragraphs 4-14a(3) and 4-14e.

ROKA State Redress Act and ROKA-U.S. Status of Forces Agreement (SOFA). Cited in paragraph 2-15a.

SOFA, Article 22. Cited in paragraph 2-16b.

UCMJ, Article 92 (Failure to Obey Order or Regulation). Cited in paragraphs 1-11g and 2-15c(4).

UCMJ, Article 136(b)(4). Cited in paragraph 1-11g.

USFK Pam 385-2 (Guide to Safe Driving in Korea). Cited in paragraph 1-11e(5).

USFK Reg 27-5 (Individual Conduct and Appearance). Cited in paragraph 1-11g.

USFK Reg 190-7 (Installation Access Control System). Cited in paragraph 4-4e(2)(e), 4-4e(3)(c) and appendix J.

USFK Reg 526-11 (United States Forces Korea Relations with Korean Nationals Condolence Visits and Solatium Payments). Cited in paragraphs 2-15c and 4-14d(1).

USFK Reg 672-2 (Defense Awards and Decorations). Cited in paragraph 3-1a.

**SECTION II. RELATED PUBLICATIONS**

AR 210-12 (Establishment of Rental Rates for Quarters Furnished Federal Employees).

FM 25-101 (Battle Focused Training).

ROKA Reg 101 (Daily Morning Strength Report).

**APPENDIX B****SAEDA BRIEFING FOR ROKA PERSONNEL ASSIGNED/ATTACHED TO  
U.S. ARMY UNITS IN THE ROK (BILINGUAL)**

The governments of the Republic of Korea (ROK) and the United States (U.S.) are greatly concerned over North Korea's increasing subversive activities in the ROK and related efforts to collect information pertaining to both the ROK and U.S. military establishments. As you undoubtedly know from the various news media, the ultimate goal of North Korea is to place all of Korea under communist rule. The subversive activities and espionage operations of North Korean intelligence agents are directed toward that end. The Korean people, with memories of the Korean War, fully understand the evils of international communism and the violent actions, which may be used in an effort to impose communism on a democratic society.

Nations have always kept secret their strengths and weaknesses as a defense against their enemies, both actual and potential. Every nation, no matter how large or small, has its own intelligence service. Because the efforts of North Korean intelligence agencies are actively directed at subverting the ROK populace, undermining U.S.-ROK relations, and collecting military information, it is necessary that an effective security program be in operation constantly to defend against these hostile activities and protect the defense posture of the ROK. High fences, security guard forces, complicated safes and locks, personnel security investigations, and other security procedures are used for this purpose. However, the main weakness in any security program, no matter how well planned or carried out, is the individual. Because you are employed in a U.S. Army activity, the efforts of professional, dedicated, well-trained communist agents are targeted against you. Through you, a North Korean agent may see the possibility of obtaining information, which, along with information from other sources, could be useful in North Korea's anti-ROK operations.

It is not easy to spot a North Korean espionage agent. Some of the infiltrators from North Korea could possibly be detected because of their speech, mannerisms, or lack of knowledge of everyday life in the ROK. However, some of these espionage agents may be ROK residents who have been recruited by North Korean infiltrators to perform espionage for North Korea. Some may be former residents of South Korea who defected during the Korean conflict and later infiltrated to the ROK with the intent of carrying out espionage activities. These agents, unless they are foolish, will attempt to live like any ordinary, loyal citizens of the ROK. Such a person could possibly be one of your friends or neighbors. Although they may be perfectly loyal to the ROK, ROK residents with relatives in North Korea are considered potential targets for recruitment by North Korean intelligence services. A person who disappears from his place of residence without explanation and later reappears could be suspected. He could possibly have been away to receive agent training. Persons who listen to North Korean radio broadcasts late at night may warrant suspicion. North Korea transmits instructions to its agents in the ROK by codes in these broadcasts. Some espionage agents enter the ROK as legal travelers from third countries. The Chosen Soren, a procommunist organization of Korean residents in Japan, has a South Korean espionage operations department, which recruits, trains, and infiltrates espionage agents into the ROK. Attempts are made by the Chosen Soren to recruit ROK citizens traveling or visiting in Japan. Regardless of whether the espionage agents are controlled from North Korea or Japan, the military intelligence information they are able to collect will be used against your country.

Although an enemy agent can gather a considerable amount of information from unsuspecting persons, he can further his goals if he can approach and recruit a person in a position to furnish more of the information he seeks. The approach and recruitment of a person by North Korean agents is seldom a careless effort, but is usually a long, well-planned undertaking. He may seek the friendship of the individual whom he wishes to recruit through a mutual interest or on the basis of blood relationship or past friendship. He may introduce himself through a mutual acquaintance and seek your association in a more direct manner. North Korean intelligence services will attempt to recruit persons who believe in communism but will settle for a person who will cooperate due to threats directed against relatives in a communist country. Communist agents care little how they accomplish their goals and believe that the end result justifies the means. The goal, as stated before, is to communize all of Korea. Communist agents are willing to use blackmail, terror, bribery, deceit, threats, and use various guises in the collection of military information. They may even solicit information under the guise of being an agent of a ROK governmental agency.

"Loose talk" is probably the most dangerous counterintelligence problem for the security of ROK and U.S. military forces and is an important source of information to enemy agents. As an employee of this installation, you might frequently see and hear information concerning the mission, strength, plans, equipment, and activities of the U.S., which would be of interest to our common enemy. Many people think that it is all right to discuss these activities or operations with outsiders, relatives, and neighbors. This is one of the greatest dangers. Enemy agents gather bits of conversation here, bits of military information there, and by putting the pieces together in North Korea, they will know our plans, strengths, and intentions.

All of you here today are trusted employees, or you would not be here. You are relied upon and required to report any suspicion you may have of espionage against the U.S. Forces. Any person or activity, which seems suspicious to you, should be reported immediately. Do not worry about whether or not your suspicion will turn out to be true or false or appear foolish. If you have a suspicion, report it to your commander or S-2. Never attempt to investigate on your own. This is a difficult and possibly dangerous undertaking that should be done only by trained investigative personnel. If you are approached for information, do not say yes or no to the request, but ask for time to think about the matter. Be observant, and be able to supply the identity or an accurate description of the person who made the approach, the nature of information sought, circumstances of the meeting, and the arrangements made for a later meeting. In doing this, you may have the opportunity of providing a great service to the Republic of Korea and the Eight United States Army.

Since the United States Government is committed to aid the ROK in its defense against its enemies, any espionage directed against the U.S. Army is harmful to the overall security of the ROK.

---

(Signature)

---

(Name and Rank)

---

(Date)

**APPENDIX C**

**KTA PROGRAM OF INSTRUCTION**

The KTA program of instruction is a three-week program that provides orientation, basic military skills, English, and common task training to newly assigned KATUSA soldiers.

Unit commanders must ensure that KATUSA soldiers are trained on critical position common and duty specific tasks that support the units METL.

**TRAINING SUBJECTS**

U.S. Army Orientation  
Establishment of Administrative and Finance Records  
Military Customs and Courtesies  
Drill and Ceremonies  
English Language Training  
Physical Training  
Basic Military Skills and CTT  
Physical Training  
Graduation

**APPENDIX D**

**LIST OF ROK DISTRICT COMPENSATION COMMITTEES**

SEOUL DISTRICT COMPENSATION COMMITTEE

1724, Seocho-dong, Seocho-gu, Seoul  
Tel: (02) 530-3628

SUWON DISTRICT COMPENSATION COMMITTEE

80, Wonchon-dong, Paldal-gu, Suwon City, Gyeonggi-do  
Tel: (0331) 210-4570

INCHON DISTRICT COMPENSATION COMMITTEE

983, Jangjuk 6-dong, Nam-gu, Incheon City  
Tel: (032) 431-0261

CHUNGCHEONG DISTRICT COMPENSATION COMMITTEE

356, Hyoja 2-dong, Chungcheong City, Gangwon-do  
Tel: (0361) 240-4646

CHONGJU DISTRICT COMPENSATION COMMITTEE

93-1, Sugok-dong, Hungdok-gu, Chongju City, Chungbuk-do  
Tel: (0431) 270-8674

TAEJON DISTRICT COMPENSATION COMMITTEE

1390, Dusan-dong, So-gu, Taejeon City  
Tel: (042) 470-3268

TAEGU DISTRICT COMPENSATION COMMITTEE

458-2, Bomo 2-dong, Susong-gu, Taegu City  
Tel: (053) 740-4673

PUSAN DISTRICT COMPENSATION COMMITTEE

16, 2-ga, Buyong-dong, So-gu, Pusan City  
Tel: (051) 246-6540

KWANGJU DISTRICT COMPENSATION COMMITTEE

342-1, Jisan-dong, Tong-gu, Kwangju City  
Tel: (062) 231-3263

JONJU DISTRICT COMPENSATION COMMITTEE

1416-1, Dokjin-dong, Jonju City, Jonbuk-do  
Tel: (0652) 259-4673

JEJU DISTRICT COMPENSATION COMMITTEE

950-1, Yido 2-dong, Jeju City, Cheju-do  
Tel: (064) 753-5171 (Ext 562)



## APPENDIX E

### LIST OF REPRODUCIBLE BLANK FORMS FOR DOWNLOAD

The following \*-R-E forms are required forms by this regulation and must be accessed through the EUSA Homepage, [www-eusa.korea.army.mil](http://www-eusa.korea.army.mil). When this site opens, click on staff, then G6, then Forms and Publications, then click on Forms and then scroll down until you find the form you are looking for.

- EA Form 247-R-E (KATUSA CMAS Voucher Register)
- EA Form 333-R-E (Clothing Monetary Allowance System (CMAS) for KATUSA Personnel)
- EA Form 656-R-E (KATUSA Soldier Snack Bar Daily Sales Voucher)
- EA Form 657-R-E (KATUSA Soldier KATUSA MOS Certificate Training Record)
- EA Form 658-R-E (KATUSA Soldier Snack Bar/Game Machine Monthly Sales Statement)
- EA Form 997-R-E (KATUSA Comfort Kit (KCK) Monthly Company Roster)
- EA Form 998-R-E (KATUSA Haircut Coupons (KHC) Monthly Issue Roster)
- EA Form 998-1-R-E (KATUSA Haircut Coupons (KHC) Issue Log)
- EA Form 998-2-R-E (KATUSA Haircut Coupons (KHC) Destruction Log)
- EA Form 999-R-E (KATUSA Soldier Athletic Shoe Issue Roster)

\*-R-E forms can be locally reproduced on 8 ½ by 11-inch bond paper and can be downloaded from the G6 Intranet.

EAGC-TD-COT

Date: \_\_\_\_\_

MEMORANDUM THRU \_\_\_\_\_  
(Sponsoring Unit Address)

FOR EUSA KATUSA Soldier Program Manager, HQ, EUSA, ATTN: EAGC-TD-COT,  
APO AP 96205-0009

SUBJECT: KATUSA Soldier Snack Bar Sales Discrepancy Report

1. I consumed a meal in the identified KATUSA Soldier Snack Bar on the date indicated and did not receive a sales receipt or sign EA Form 656-R-E (KATUSA Soldier Snack Bar Daily Sales Voucher).

Snack Bar Building #: \_\_\_\_\_  
Installation: \_\_\_\_\_  
Snack Bar Manager: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Cost of meal: \_\_\_\_\_

2. The following witness can verify the facts.

Name: \_\_\_\_\_  
Unit/Org: \_\_\_\_\_  
Tele #: \_\_\_\_\_

\_\_\_\_\_  
(Signature of customer)

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Unit/Org)

\_\_\_\_\_  
(Phone #)

**MPS**

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(UNIT)

\_\_\_\_\_  
(APO)

COMMANDER

\_\_\_\_\_  
(SPONSORING UNIT)

\_\_\_\_\_  
(APO)

## APPENDIX F

## PREPARATION OF DA FORM 3078 (PERSONAL CLOTHING REQUEST)

**F-1.** DA Form 3078 is the form used to initiate, procure, and post costs incident to the repair or replacement of personal clothing and/or organizational clothing and equipment. The need to initiate a DA Form 3078 occurs at two points: at initial issue, and after the unit commander or his designee has determined that an item of clothing is either repairable or is beyond repair and should be replaced and the KATUSA soldier concerned has sufficient CMAS credits accrued to pay for the purchase. DA Form 3078 is also used for initial issue shortages.

**F-2.** After the unit commander or his designee has determined that any of these issues or purchases, must be made, the unit supply sergeant (U.S.) will ensure DA Form 3078 is prepared for the commander's signature. DA Form 3078 will be prepared IAW the following examples:

<u>Purpose</u>	<u>Figure</u>	<u>Page</u>
Initial issue	F-1	F-2
For issue of items that were not available when a KATUSA received his initial issue at KTA, see subparagraph 6-3b.	F-2	F-3
CMAS purchase, see paragraph 6-7.	F-3	F-4
Authorized CMAS purchases.	F-4	F-5
Unauthorized KATUSA CMAS purchases.	F-5	F-6

**F-3.** The U.S. Supply Sergeant will initial the left corner of the statement to be signed by the commander. The commander will not sign the DA Form 3078 until the U.S. Supply Sergeant's initials are in place next to the commander's statement.

**F-4.** Supplemental issues will be issued on a DA Form 2765-1 and through the servicing class II and IV source, not a DA Form 3078 via the CSS.

PERSONAL CLOTHING REQUEST										1. DOCUMENT NO.	2. VOUCHER NO.	3. DATE			
For use of this form, see AR 750-107; the procuring agency is DCS, OD (SEE REVERSE FOR PRIVACY ACT STATEMENT)										4259-0001		21 Aug 94			
4. NAME (Last, First, MI)				5. GRADE		6. DOWNGRADING		7. PRIORITY		8. ARMY MILITARY CLOTHING SALES STORE					
KIM, Song II				E1		W53C4E		12		Cp Humphreys, AMCSS					
9. PSN				10. CATEGORY (Check one)		11. TYPE OF TRANSACTION									
KA94-12345				<input checked="" type="checkbox"/> Active Army <input type="checkbox"/> USAR <input type="checkbox"/> JMA <input type="checkbox"/> DM		<input type="checkbox"/> NO <input type="checkbox"/> AGN <input type="checkbox"/> Individual Charge Sale		<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Replacement <input type="checkbox"/> Exchange <input type="checkbox"/> Gratuities <input type="checkbox"/> Supplemental <input type="checkbox"/> Temporary							
12. INVENTORY				13. PHONE NO.		14. POSTED		15. AUTHORIZED BY		16. DATE APPROVED					
DATE		BY		DATE		BY		EUSA Reg 600-2							
				753-7020											
17. QTY.		18. ARTICLE (Continued)		19. UNIT COST		20. TOTAL COST		21. QTY.		22. ARTICLE (Male)		23. UNIT COST		24. TOTAL COST	
REQ.	ISS.			REQ.	ISS.			REQ.	ISS.			REQ.	ISS.		
1	1	Bdg. Outfit		12.65	12.65					Buckle, Brass		NOT AUTHORIZED			
2	2	Belt, Trousers		1.05	2.10					Cap, Garrison, AG					
2	2	Coat, Combat		57.60	115.20					Coat, All Weather					
1	1	Buckle, Black		.30	.30					Coat, PolyWool, AG					
2	2	Cap, Camouflage		4.55	9.10			6	6	Dress, Brown		1.60		9.60	
2	2	Coat, Camo, HW		20.30	40.60					Hockies, Black					
2	2	Coat, Camo, Temp		18.70	37.40					Shirt, LS, AG					
2	1	Coat, Camo, CW		44.75	44.75					Shirt, SS, AG					
		Gloves, Bk, Unison								Shoes, Oxford					
2	2	Glove, Invis		1.30	2.60					Socks, Cotton/Wool					
1	1	Glove, Socks		13.30	13.30					Trousers, PolyWool, AG					
5	5	Socks, Wool		1.85	9.25										
2	2	Towel, Bath		2.95	5.90										
2	2	Trousers, Camo, HW		20.90	41.80										
2	2	Trousers, Camo, Temp		18.10	36.20										
4	4	Undershirt, Brown		2.60	10.40										
NO		Undershirt, White		AUTHORIZED OR KATUSAs											
1	1	Sweat Shirt Gray		27.60	20.60										
1	1	Sweat Pants Gray		12.90	12.90										
2	2	Trunk Gray		6.50	13.00										
2	2	Shirt Gray		5.45	10.90										
				KATIC ISSUED ITEMS											
1	1	Shoes, Athletics		9.20	9.20										
1	1	Pad Lock		2.36	2.36										
1	1	Note pad/book		.42	.42										
1	1	Socks (3 pack)		2.99	2.99										
				TOTAL VALUE										\$448.55	
19. REMARKS								20. SIGNATURE OF RECIENT							
KATUSA															

SAMPLE

Figure F-1. Personal Clothing Request - Initial Issue

EXTRA DE JAN 12 IS ONSA FIE

**F-3**

PERSONAL CLOTHING REQUEST										1. DOCUMENT NO.		2. VOUCHER NO.		3. DATE		
<small>Use one of this form, per AIT 100-40; the preferred agency is DCSLOG (SEE REVERSE FOR PRIVACY ACT STATEMENT)</small>										2305-0004				1 Dec 92		
4. NAME (Last, First, MI)					5. DOG TAG					6. PRIORITY		7. ARMY MILITARY CLOTHING SALES STORE				
SONG, Yoon suk					W53C4E					12		Yongsan AMCSS				
8. GRADE					9. CATEGORY (Check one)					10. TYPE OF TRANSACTION						
KA7116-3048 KATUSA					<input checked="" type="checkbox"/> Active Army <input type="checkbox"/> NO <input type="checkbox"/> USAR <input type="checkbox"/> AGR <input type="checkbox"/> IMA <input type="checkbox"/> INN					<input type="checkbox"/> Initial <input type="checkbox"/> Gratuitous <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Supplemental <input type="checkbox"/> Exchange <input type="checkbox"/> Temporary <input type="checkbox"/> Individual Charge Sale						
11. CHARGE NUMBER					12. POSTED					13. AUTHORIZED BY						
INIC 43d NASII APO 96271					DATE BY					EUSA Reg 600-2						
14. PHONE NO					15. APPROVED BY					16. DATE APPROVED						
723-4456					Myra J. Payne, CPT, HC					23 Dec 90						
17. QTY.		18. ARTICLES (Common)			19. SIZE		20. UNIT COST		21. TOTAL COST		22. QTY.		23. ARTICLES (Male)			
REQ.	ISS.										REQ.		ISS.			
		Reg. Duffel											Buckle, Brass			
		Belt, Trousers											Cap, Garrison, AG			
		Boat, Combat											Coat, All Weather			
		Buckle, Black											Coat, PolyWool, AG			
		Cap, Camouflage											Dresser, Brown			
		Coat, Camo, INW											Necktie, Black			
1	1	Coat, Camo, Temp.			18.70		18.70						Shirt, LS, AG			
		Coat, Camo, CW											Shirt, SS, AG			
		Gloves, DB, Unboon											Shoes, Oxford			
		Glove, Insert											Socks, Cotton/Kelton			
		Glove, Shell											Trousers, PolyWool, AG			
2	2	Socks, Wool			1.85		3.70									
		Towel, Bath														
		Trousers, Camo, INW														
1	1	Trousers, Camo, Temp.			18.10		18.10									
		Undershirt, Brown														
		Undershirt, White														
24. ARTICLES (Female) Cap, Garrison, AG Coat, All Weather Coat, PolyWool, AG Handbag, Black Necktie, Shirt, LS Necktie, Shirt, SS Shirt, LS, AG Shirt, SS, AG Shoes, Oxford Shirt, PolyWool, AG Socks, PolyWool, AG TOTAL VALUE																
25. REMARKS KATUSA																
26. SIGNATURE OF RECIPIENT Song, Yoon suk																

SAMPLE

Figure F-3. Personal Clothing Request - CMAS Purchase

**AUTHORIZED CMAS PURCHASES**

Listed below are the maximum quantities of authorized CMAS purchases that can be purchased at one time.

<u>ITEM</u>	<u>QTY</u>
Bag, duffel	1
Belt, trouser, cotton webbing, black	2
Boots, combat, leather	2 pr
Buckle, belt, black	1
Cap, combat, battle dress uniform	2
Coat, combat, battle dress uniform (temperate)	2
Coat, combat, battle dress uniform (hot weather)	2
Coat, cold weather, field camouflage pattern	1
Drawers, cotton, brown	4
Glove inserts, wool, OG108	1 pr
Glove, shell, leather	1 pr
Socks, man's wool cushion sole, OG408	3 pr
Towel, bath, brown	2
Trousers, combat, battle dress uniform (temperate)	2
Trousers, combat, battle dress uniform (hot weather)	2
Undershirt, cotton, 1/4 length sleeves, brown	3

**Figure F-4. Authorized CMAS Purchases**



**UNAUTHORIZED KATUSA CMAS PURCHASES**

Bag, barrack, cotton sateen OG 107

Boots, jungle

Cap, cold weather BDU

Cap, cold weather, black, nylon

Drawers, 50% cotton and 50% wool, cold weather (long johns)

Undershirt, 50% cotton and 50% wool, cold weather (long johns)

Gloves, dress

Handkerchiefs

Socks, white, athletic

Socks, black, cotton

Shoes, athletic

Shoes, dress

Poncho, coated nylon twill , OG 107

Undershirt, cotton, white, 1/4-length sleeves

Buckle, belt, brass

Shirt, cotton, polyester green, qtr length, AG 415

Trousers, polyester-wool, tropical AG 344

**Figure F-5. Unauthorized KATUSA CMAS Purchases**

## APPENDIX G

**INSTRUCTIONS FOR PREPARATION OF EA FORM 333-R-E  
(CLOTHING MONETARY ALLOWANCE SYSTEM (CMAS) FOR KATUSA PERSONNEL)**

**G-1. INITIATION.** EA Form 333-R-E (sample fig G-1) will be initiated within the first week of the month following the KATUSA soldier's completion of 180 days service with EUSA. For example, EA Form 333-R-E would be prepared no later than 7 June for the KATUSA soldier who completed 6 months service with the EUSA on any date in May. Complete the form as follows:

<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
UNIT	Ink	Complete designation of the unit to which the KATUSA is currently assigned	HHC, 34th Spt Gp DOL
NAME	Ink	Last name, first name.	PARK, Song Kyo
RANK	Pencil	Current rank of KATUSA.	E4
SERVICE NUMBER	Ink	Service number of KATUSA.	KA1485-3872 (consists of eight digits with a hyphen between the fourth and fifth digits).
CMAS ELIGIBILITY DATE	Ink	Exact date on which the KATUSA completed 180 days possession of initial issue clothing as indicated on DA Form 3078 (AMCSS issue date).	13 May 92
ETS	Ink	Date the KATUSA is to be discharged from the ROKA.	7 Nov 93
MONTH	Ink	Month and year the KATUSA completed 180 days service with the EUSA (using only authorized abbreviations).	May 92
CMAS CREDIT	Ink	Amount of accrued credit.	\$4.18 from first month of eligibility determined from table 6-2 (preceded by the dollar sign and including a zero to the left of the decimal (\$0.76) when the amount is less than one dollar).

<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
CMAS SPENT		Leave blank.	
UNIT VOUCHER NO.		Leave blank.	
CSS CONTROL NO.		Leave blank.	
CMAS BALANCE	Ink	Same as that entered in the CMAS CREDIT column.	\$4.18
DATE/POSTED BY	Date: Ink or stamped. Signature: black ink.	Date posted and signature of the unit commander or designated representative who has been authorized to maintain the EA Form 333-R-E.	15 Apr 93

**G-2. POSTING MONTHLY ACCRUED CREDITS.** Each month during the first week, the previous month's CMAS accrued credit must be posted to the EA Form 333-R-E. Enter the following on the next blank line:

<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
MONTH	Ink	Month and year CMAS credit accrued (using only authorized abbreviations).	Jun 92
CMAS CREDIT	Ink	Amount of previous month's accrued credit.	\$6.60
CMAS SPENT	Leave blank.		
UNIT VOUCHER NO.	Leave blank.		
CSS CONTROL NO.	Leave blank.		
CMAS BAL	Ink	Amount of previous CMAS Bal plus \$6.60.	\$10.78
DATE/POSTED	Date: ink or stamped	Date posted and signature of the unit commander or designated representative who has been authorized to maintain EA Form 333-R-E.	2 Jul 92

**G-3. POSTING DEBITS.** Reflecting debits brought about by sales is a two-step process:

a. Step 1. As the DA Form 3078 is initiated and the EA Form 247-R-E is posted, enter the following on the next blank line:

<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
MONTH	Ink	Month and year in which the DA Form 3078 was initiated (using only authorized abbreviations).	Aug 92
CMAS CREDIT	Leave blank.		
CMAS SPENT	Leave blank until completion in Step 2.		
UNIT VOUCHER NO.	Ink	Julian date and document serial number extracted from JULIAN DATE block and SUPPLY TRANS NO. block of EA Form 247-R-E (consists of two 4-digit numbers with a hyphen between the fourth and fifth digits).	2235-0001
CSS CONTROL NO.	Leave blank until completion in Step 2.		
CMAS BAL	Leave blank until completion in Step 2.		
DATE/POSTED BY	Leave blank until completion in Step 2.		

b. Step 2. When the completed copy of the DA Form 3078 is received from the CSS, enter the following on the same line where the unit voucher number has already been entered under the UNIT VOUCHER NO. column:

<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
CMAS SPENT: SALES or REPAIR (as appropriate).	Ink	Dollar amount reflected in TOTAL VALUE block of DA Form 3078 (preceded by the dollar sign and including a zero to the left of the decimal (\$0.45) when the amount is less than one dollar).	\$3.28
CSS CONTROL NO.	Ink	Number entered in the VOUCHER NUMBER block of DA Form 3078 by the servicing CSS.	92-5443-K

<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
CMAS BAL	Ink	Amount of previous CMAS BAL minus amount reflected on this line under the applicable CMAS SPENT column (preceded by the dollar sign and including a zero to the left of the decimal (\$0.94) when the amount is less than one dollar).	\$11.73
DATE/POSTED BY	Date: Ink or stamped.  Signature: permanent black ink.	Date posted and signature of the unit commander or designated representative who has been authorized to maintain the EA Form 333-R-E.	25 Aug 92
CMAS CORRECTED			
ERRORS	Ink	Date the EA Form 333-R-E, if a plus error (+), if a negative error (-) and perform the arithmetical function. See figure G-1.	



TO SEE A SAMPLE – GO TO HARD COPY OF PUBLICATION.

**Figure G-1. Clothing Monetary Allowance System (CMAS) for KATUSA Personnel**

## APPENDIX H

## PREPARATION OF EA FORM 247-R-E (KATUSA CMAS VOUCHER REGISTER)

EA Form 247-R-E is used for historical documentation and to provide an audit trail for CMAS actions in much the same manner as DA Form 2064 is used in normal accountability and cross-referencing of supply actions. One is initiated at the beginning of each calendar year and is closed out at the end of that same calendar year. (See sample fig H-1, page H-3.)

## H-1. INITIATION.

<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
ELEMENT KEEPING THE REGISTER	Ink	Complete designation of the unit maintaining CMAS credits for KATUSA personnel (including full APO identification).	HHC, 34th Spt Gp, APO AP 96205-0010
DOD ACTIVITY ADDRESS CODE	Ink	Unit DODAAC.	W53C4E
UNIT IDENTIFI- CATION CODE	Ink	Assigned code for the unit.	WAJJCC
PAGE NUMBER	Ink	Applicable number ascending sequentially from 1.	1

**H-2.** When the DA Form 3078 is initiated, it is identified by its own unique 8-digit number consisting of the Julian date and a sequential number for each transaction on that Julian date. Enter the following on the next blank line of EA Form 247-R-E.

<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
JULIAN DATE (column a)	Ink	Julian date on which the entry is being made (consists of 4 digits).	2305
SUPPLY TRANS NO. (column b)	Ink	Supply transaction number for that specific voucher (consists of 4 digits); use the serial no. assigned by PBO.	0400
For example, if the PBO's memorandum assigns 0400-0499 for KATUSA CMAS VOUCHER REGISTER, the first voucher number of the day would be the Julian date followed by 0400. The second voucher number of the day would be the Julian date followed by 0401 and so forth.			



<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
CONTROL NO. (column c)	Leave blank for now.		
NAME, RANK, SERVICE NO. (column d)	Ink	Last name, first name, and middle name (in CAPS) and the service number of the KATUSA to whom the entry applies.	PARK, SONG KYO CPL, 1485-3872
SUPPLY SPT ACTIVITY (column e)	Ink	Name of servicing CSS that will process the DA Form 3078.	Yongsan CSS
All other columns (columns fh)		Leave blank for now.	

**H-3.** When the completed copy of the DA Form 3078 is received from the servicing CSS, enter the following on the applicable lines of the EA Form 247-R-E.

<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
CONTROL NO. (column c)	Ink	The CSS voucher number that appears in the VOUCHER NUMBER block of the DA Form 3078.	92-5443-K
PURCHASE COST (column f)	Ink	Exact total cost of the sales reflected in the TOTAL VALUE block of a DA Form 3078 that is initiated for the purchase of personal clothing.	3.28
DATE COMPLETED (column g)	Ink	Julian date on which the copy of the completed DA Form 3078 was received from the servicing CSS.	2309
		If the DA Form 3078 was canceled, the Julian date was canceled; enter the letter "C" (for canceled).	N/A
REMARKS (column h)	Ink	Julian date the applicable EA Form 333-R-E was posted debiting the KATUSA's account (i.e., the Julian date equivalent of what was posted in the DATE/POSTED BY column of the EA Form 333-R-E) and the initials of the individual authorized to post the entry.	2309 MLJ

[illegible]

**Figure H-1. KATUSA CMAS Voucher Register**

## APPENDIX I

## KATUSA COMFORT KIT REQUISITION

**I-1.** Bi-monthly KCKs are requisitioned on the DA Form 2765-1. DA Form 2765-1 is prepared based on the assigned KATUSA strength as of the 25th calendar day and is submitted to the supporting Troop Issue Subsistence Activity (TISA) so as to reach that TISA prior to the last working day of the month.

**I-2.** DA Form 2765-1 will be prepared neatly using permanent ink.

a. Place the following entries in the block(s) indicated on the front of the DA Form 2765-1 (see sample fig I-1):

<b><u>BLOCK</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
SEND TO (A)	The clear address of the supporting TISA (including UIC).	TISA, WT4S2B, CLASS I SP #52 APO AP 96205-0010
REQUEST IS FROM (B)	The clear name and address of the requesting unit.	PBO, 34th SG APO AP 96205-0010
STOCK # - FSC (4)	"9999"	9999
STOCK # - NIIN (5)	"01W606541" for the bi-monthly kit. "01W606542" for the semiannual kit.	01W606541 01W606542
UNIT OF ISSUE (7)	"PG" (signifying "package").	PG
QUANTITY (8)	Assigned KATUSA strength on the 25th calendar day of the month (preceded by zeros to complete each division of the block).	00085
SERVICE (9)	"W" (signifying U.S. Army).	W
DOCUMENT NUMBER - REQUISITIONER (10)	The DOD Activity Code for the requesting unit.	T4WSF
DOCUMENT NUMBER - DATE (11)	The Julian date on which the requisition is being prepared.	1333
DOCUMENT NUMBER - SERIAL (12)	The document serial number assigned to the requisition form and appearing in the DOCUMENT SERIAL NO. column of the DA Form 2064 controlling supply transactions.	0001
DEMAND (13)	"N" (signifying "non recurring").	N

<b><u>BLOCK</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
SUPPLEMENTARY ADDRESS (15)	Whatever item of data required by supply point (e.g., the UIC).	WAJJCC
COST DETAIL ACCOUNT NUMBER (L)	The cost detail account number assigned by the installation commander.	AA
ITEM DESCRIPTION (O)	If requisitioning the semiannual kit, "KATUSA Comfort Kit-Semiannual".	KATUSA Comfort Kit-Semiannual
PRIORITY (20)	The Priority Designator (See AR 710-2, app H).	12
PUBLICATION DATA (as of)	"AUTH: EUSA Reg 600-2. SEE REVERSE SIDE	AUTH: EUSA Reg 600-2. See reverse side.

b. Enter the following statement, together with the unit commander's signature and signature block on the reverse side of the DA Form 2765-1: "I verify that there are (number) KATUSA soldiers assigned to (unit name) as of 25 (month and year properly abbreviated). The requested comfort kits are to be issued in (month and year properly abbreviated)." (See sample fig I-2.)

USE TYPEWRITER OR BALL POINT PEN  
PRESS HARD TO ASSURE LEGIBILITY ON ALL COPIES

TISA. WT452B, CLASS 1. SP #2, APO 96251										PBO, 1st Bn, 9th Inf APO 96251									
99 99 01 W6 0 65 41										PG 00 0 85									
AA										KATUSA Comfort Kit - Monthly									
ATTN: EUSA Reg 600-2										SEE REVERSE SUDE									

REQUEST FOR ISSUE OR TURN-IN (DA Form 78-2/2)

Figure I-1. KCK Requisition (Frontside)

I verify that there are 85 KATUSA personnel assigned to Co C, 1st Bn, 9th Inf as of 25 Nov 87. The requested Comfort Kits are to be issued in Dec 87.

**SAMPLE**

J. G. Duke  
CPT, IN  
Commanding

Figure I-2. KCK Requisition

**APPENDIX J**

**KATUSA SOLDIER PROGRAM CHECKLIST**

Figures J-1 through J-3 are KATUSA soldier program checklists that can be used by units during Command Inspection Program inspections to verify unit compliance with EUSA Reg 600-2.

Figure J-1. KATUSA Program Administration Checklist Page J-2

Figure J-2. KATUSA Program Training Checklist Page J-4

Figure J-3. KATUSA Program Supply Checklist Page J-7

## EUSA Reg 600-2

UNIT: \_\_\_\_\_  
 UNIT POC: \_\_\_\_\_  
 PHONE: \_\_\_\_\_

DATE INSPECTED: \_\_\_\_\_  
 INSPECTOR/PHONE: \_\_\_\_\_  
 RATING: \_\_\_\_\_

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Commanders/1SGs familiarity with EUSA Reg 600-2 and 350-41.			
a. Are Commanders aware of the KATUSA soldier utilization policy IAW subparagraphs 1-11e(1) and (2)?	___	___	___
b. Are Commanders ensuring that KATUSA soldiers are allocated billet space equally with their U.S. counterparts (subpara 1-11e(3))?	___	___	___
c. Are Commanders ensuring that initiation of new KATUSA soldiers does not occur (subpara 1-11e(5))?	___	___	___
d. Are newly assigned ROKA personnel (KATUSA soldiers) being brief on SAEDA (subpara 1-12I(2) & Appendix B)? Are briefing records being maintained?	___	___	___
e. Are Commanders appointing a Senior KATUSA Soldier Representative when authorized (subpara 1-13g)?	___	___	___
2. KATUSA soldier personnel administration.			
a. Is the unit submitting the monthly KATUSA Soldier Unit Strength by the 15 <sup>th</sup> of each month (para 2-12b)?	___	___	___
b. Is the unit ensuring that all KATUSA soldier drivers posses the letter required by para 2-16d(1)?	___	___	___
c. Is the unit issuing KATUSA soldiers the KATUSA Lapel Button and EUSA Scroll of Gratitude upon their end of service (para 3-1f and 3-1g)?	___	___	___
d. Are units receiving the report of KATUSA Soldiers Programmed Leave from the supporting ROKA Staff Office as required by para 3-4a(1)(b)?	___	___	___
e. Is the unit maintaining a log of KATUSA soldier leaves and passes IAW para 3-4a(5)?	___	___	___
f. KATUSA soldier passes are not granted for periods in excess of those approved for U.S. soldiers (subpara 3-4b(1))?	___	___	___
g. Are KATUSA soldiers allowed compensatory time off when required to perform duty on ROK holidays (subpara 3-4c(4))?	___	___	___
h. Is the unit maintaining the DA Form 6 IAW subparagraph 3-4c(6)?	___	___	___

**Figure J-1. KATUSA Program Administration Checklist**

**EUSA Reg 600-2**

	YES	NO	N/A
3. Is primary and alternate KATUSA soldier mail representatives appointed in writing (subpara 4-10a(2))?	___	___	___
4. KATUSA Soldier Welfare Fund operations.			
a. Is an U.S. officer or NCO appointed in writing as KATUSA Soldier Welfare Fund custodian IAW paragraph 4-9c(1)?	___	___	___
b. Is a KATUSA soldier appointed in writing as Assistant KATUSA Soldier Welfare Fund custodian IAW paragraph 4-9c(1)?	___	___	___
c. Is DA Form 2107 used to record all KATUSA Soldier Welfare Fund transactions (para 4-9c(2))?	___	___	___
d. Has the unit commander provided the area or installation KATUSA Welfare Fund Custodian with assumption of command orders and signature cards (para 4-9e(1)(a))?	___	___	___
e. Are unit commanders notifying their supporting KATUSA Soldier Welfare Fund Custodian of the number of KATUSA soldiers assigned by the 5th of each month (para 4-9e(1)(b))?	___	___	___
f. Are unit commanders approving all requests for procurement from the KATUSA Soldier Welfare Fund and ensuring that the funds are utilized on an equitable basis (para 4-9e(1)(c))?	___	___	___
g. Did the unit commander conduct a physical inventory of all controlled non-expendable property and fixed assets purchased with the KATUSA Soldier Welfare Fund upon assumption of command (para 4-9e(1)(d))?	___	___	___
h. Is the unit maintaining a file of all KATUSA Soldier Welfare Fund transactions (para 4-9e(1)(e))?	___	___	___
i. Are receipts for purchases with KATUSA welfare funds being translated into English and maintained on file (para 4-9h(3))?	___	___	___
j. Is the unit commander laterally transferring tangible property purchased with KATUSA Soldier Welfare Funds to his unit fund property handreceipt within 30-days of purchase (para 4-9h(4))?	___	___	___
5. KATUSA soldier snack bar operations (only if unit sponsors a KATUSA Soldier Snack Bar):			
a. Is the license agreement approved by the installation and area commanders and IAW Appendix K, EUSA Reg 600-2 (para 4-4b)?	___	___	___

**Figure J-1. KATUSA Program Administration Checklist (Continued)**



**EUSA Reg 600-2**

	YES	NO	N/A
b. Has the unit appointed an E-7 or above to monitor the operation of the snack bar, conduct required inspections, validate sales vouchers, and to ensure that the concessionaire complies with the license agreement and all applicable Army regulations (para 4-4e(2)(a))?	___	___	___
c. Has the unit forwarded copies of the KATUSA Soldier Snack Bar license to the installation and area commanders, and to Commander, EUSA, ATTN: EAGC-TD-K, Unit #15236, APO AP 96205-0009 (para 4-4e(2)(b))?	___	___	___
d. Has the unit complied with the provisions of USFK Reg 190-7 before sponsoring installation access for concessionaire personnel (para 4-4e(2)(d))?	___	___	___
e. Is the unit conducting periodic unannounced inspections at least monthly of the KATUSA Soldier Snack Bar facilities to ensure they are in good repair and that fire prevention and safety standards are maintained (para 4-4e(2)(g))?	___	___	___
f. Is the unit ensuring that medical personnel conduct monthly health and sanitation inspections to ensure health standards are being met (para 4-4e(2)(h))?	___	___	___
g. Does the unit ensure the concessionaire utilizes a cash register or EA Form 656-R-E (see Appendix L) to record all sales (para 4-4e(2)(l))?	___	___	___
h. Is the unit verifying daily sales and game machine proceeds on EA Form 658-R-E on a monthly bases and ensuring the concessionaire is making deposits into the KATUSA soldier welfare fund (para 4-4e(2)(l) & 4-4e(2)(j))?	___	___	___
i. Is the unit ensuring the concessionaire does not operate any business not in the license within the snack bar facility or use any of the facility for personal reasons (para 4-4e(2)(k))?	___	___	___
j. Is the unit ensuring the concessionaire does not offer any free services to DOD or ROKA personnel (para 4-4e(2)(l))?	___	___	___

**Figure J-1. KATUSA Program Administration Checklist (Continued)**

UNIT: _____	DATE INSPECTED: _____			
UNIT POC: _____	INSPECTOR/PHONE: _____			
PHONE: _____	RATING: _____			
		<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Commanders/1SGs familiarity with EUSA Reg 600-2 and 350-41.				
a. Are Commanders allocating two hours per week for ROKA directed training (para 5-5a)?	_____	_____	_____	
b. Are Commanders ensuring that KATUSA soldiers attend ROKA directed training (para 5-5b)?	_____	_____	_____	
c. If ROKA directed training is missed is it being made up within ten days (para 5-5b)?	_____	_____	_____	
d. Is the supporting ROKA Staff Office providing the unit commander a training schedule for ROKA directed training at least six weeks in advance (para 5-5c)?	_____	_____	_____	
e. Do Commanders/1SGs attend ROKA directed training (para 5-5d)?	_____	_____	_____	
2. Individual unit training required by EUSA Reg 350-41 and 600-2.				
a. Have the commander and KATUSA soldier supervisors identified critical MOS and common tasks on which to train and certify newly assigned KATUSA soldiers (para 5-6a(1))?	_____	_____	_____	
b. Are KATUSA soldiers being KATUSA Soldier MOS certified within six months of assignment to the unit (para 5-6a(1))? Is EA Form 657-R-E annotated with certification?	_____	_____	_____	
c. Are KATUSA soldiers tested on the AFPT IAW AR 600-2 (para 5-6b)?	_____	_____	_____	
d. Are KATUSA soldiers tested on the Common Task Test (para 5-6b)?	_____	_____	_____	
e. Are KATUSA soldiers meeting height/weight standards (para 5-6b)?	_____	_____	_____	
f. Are KATUSA soldiers qualifying with individual weapons (para 5-6b)?	_____	_____	_____	
g. Are KATUSA Soldier NCOs included in the unit NCODP (para 5-6c)?	_____	_____	_____	

Figure J-2. KATUSA Program Training Checklist

	EUSA Reg 600-2		
	YES	NO	N/A
h. Is the KATUSA Soldier Program a topic of OPD/NCODP at least twice each year (para 1-12I(11)(b))?	___	___	___
i. Is the unit conducting equal opportunity training for all personnel to include KATUSA soldiers and ROKA personnel at least annually (para 1-12I(9))? Is the unit conducting cross-cultural training immediately upon assignment to the unit for all personnel and at least annually thereafter (para 1-12I(11))?	___	___	___
j. Is the unit providing 12 hours of informal English language training a month for assigned KATUSA soldier (para 5-6d(2))?	___	___	___
k. Does the unit maintain an OML for attendance at PLDC that includes KATUSA soldiers (para 5-8b(4)(b))?	___	___	___

**Figure J-2. KATUSA Program Training Checklist (Continued)**

UNIT: \_\_\_\_\_  
 UNIT POC: \_\_\_\_\_  
 PHONE: \_\_\_\_\_

DATE INSPECTED: \_\_\_\_\_  
 INSPECTOR/PHONE: \_\_\_\_\_  
 RATING: \_\_\_\_\_

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. KATUSA Soldier Clothing File.			
a. Does the clothing file contain DA Form 3078 for initial issue (para 6-4c)?	___	___	___
b. Does the clothing file contain DA Form 3645 for CIF issue (para 6-4c)?	___	___	___
c. Does the clothing file contain EA Form 333-R-E listing current CMAS credits (para 6-4c)?	___	___	___
d. Does the clothing file contain DA Form 3078 showing a current show-down inspection within the last quarter (para 6-6)?	___	___	___
2. CMAS Voucher Register.			
a. Is EA Form 247-R-E being used to record individual CMAS transitions (para 6-8a)?	___	___	___
b. Is the EA Form 247-R-E being closed-out at the end of each year and maintained on file until all KATUSA personnel have departed (para 6-8c)?	___	___	___
c. Is the dollar amount and control number being transferred to each individual KATUSA soldier EA Form 333-R-E?	___	___	___
3. KATUSA Soldier Comfort Kits.			
a. Are KCKs being ordered based on assigned KATUSA personnel strength (para 6-13d(1))?	___	___	___
b. Has the commander designated a primary and at least one alternate in writing to request, pick-up, and issue KCKs (para 6-13b(1))?	___	___	___
c. Are the KCKs issued on EA Form 997-R-E and is the DA Form 2765-1 requesting the kits attached to the EA Form 997-R-E (para 6-13b(2))?	___	___	___
4. KATUSA Soldier Haircut Program.			
a. Has the commander designated in writing a receiving officer or senior NCO to receive, account for, store, and issue KHCs (para 6-15h)?	___	___	___
b. Is the receipt of KHCs being maintained on EA Form 998-1-R-E (para 6-15l)?	___	___	___

**Figure J-3. KATUSA Program Supply Checklist**

EUSA Reg 600-2			
	YES	NO	N/A
c. Is the issue of KHCs being maintained on EA Form 998-R-E (para 6-15j)?	_____	_____	_____
d. Are excess KHCs being destroyed monthly and recorded on EA Form 998-2-R-E (para 6-15k)?	_____	_____	_____

**Figure J-3. KATUSA Program Supply Checklist (Continued)**

**APPENDIX K**

**LICENSE AND AGREEMENT TO OPERATE A KATUSA SNACK BAR**

Enclosed are the required license and forms for KATUSA Snack Bar operations. These items may be copied as required. A computer disk with Microsoft Word files of these items may be obtained from EUSA Combined Training at HQ, EUSA, ATTN: EAGC-TD-COT, APO AP 96205.

The ROKA Support Group commander may line through and initial, along with the operator, any provisions of this agreement that are not authorized by the commander.

## LICENSE AND AGREEMENT TO OPERATE A KATUSA SNACK BAR

This license to operate a KATUSA Soldier snack Bar is awarded to \_\_\_\_\_, hereafter referred to as the OPERATOR, by \_\_\_\_\_, hereafter referred to as the COMMANDER or INSTALLATION COMMANDER, who is the COMMANDER of the following installation: \_\_\_\_\_, hereafter referred to as the INSTALLATION, upon the affixing of his/her signature at the designated place on this license. The OPERATOR and COMMANDER agree to the following stated terms and conditions.

**1. LOCATION.** The KATUSA Soldier Snack Bar is located in building \_\_\_\_\_, hereafter referred to as the BUILDING.

**2. BASIC CONDITIONS OF THIS AGREEMENT.** The COMMANDER will furnish the BUILDING to the OPERATOR for the purpose of establishing and operating a KATUSA Soldier Snack Bar which may be used by all KATUSA soldiers, United States Forces Korea employees and their dependents, other ROKA military personnel, and USFK Korean civilian personnel. The COMMANDER will provide water, heat, electricity, cooking facilities, and refrigeration. In return, the OPERATOR will provide a monthly payment of 250,000 Won or 10% of the gross monthly sales whichever is higher, hereafter referred to as the PROCEEDS, to the COMMANDER for deposit into the KATUSA Welfare Fund. The PROCEEDS will be furnished the INSTALLATION COMMANDER no later than the fifth (5th) working day of each month. The PROCEEDS will be deposited with the KATUSA Welfare Fund Manager located in Bldg \_\_\_\_\_, Room \_\_\_\_\_, Phone # \_\_\_\_\_.

**3. OPERATOR AGREEMENTS.** The OPERATOR will--

a. Supply all necessary equipment and material needed for the operation of his establishment. Title to the equipment will remain with the OPERATOR.

b. Maintain the premises in and around the BUILDING in a sanitary and orderly condition. Maintain security of the premises.

c. Maintain high standards of sanitation at all times. Whenever any food or food particles are dropped within or adjacent to the facility, the OPERATOR will insure they are removed immediately. The entire facility, kitchen, food storage area, and food preparation areas and techniques are subject to inspection and control by United States medical personnel and the COMMANDER or his/her representative. Serious sanitary deficiencies will be corrected immediately. Failure by the OPERATOR to correct sanitary deficiencies within 30 days will be cause for termination of this license.

d. Provide normal maintenance of the BUILDING and the utilities contained therein. The COMMANDER will decide the question as to what is normal maintenance versus major maintenance. Work orders for major maintenance will be submitted through the SPONSORING UNIT. The SPONSORING UNIT will track all work orders and ensure that they are completed in a timely manner.

e. Ensure that all employees have a valid entry pass issued by the INSTALLATION COMMANDER in their possession at all times. The COMMANDER reserves the right to deny or revoke this pass at any time.

f. Ensure that each employee possesses a valid food handler's certificate, USA MEDCOM-K Form 347 (Medical Clearance Food Handler), issued by the United States medical facility designated by the COMMANDER. Each employee's food handler's certificate must be renewed annually. A copy of each employee's food handler's certificate must be prominently displayed within the facility. The United States medical facility designated by the COMMANDER is \_\_\_\_\_, hereafter referred to as MEDICAL FACILITY, which is located at \_\_\_\_\_ (Bldg # and location).

g. Obtain a Korean business license and attached a copy to this license. Also, display a copy in a visible location within the snack bar.

h. Provide the types and quality of food and service and portions served in accordance with standard practices of similar local Korean establishments. Provide food, beverage, and service at prices determined by the COMMANDER, based on the recommendation of his/her Republic of Korea Army Staff officer or NCO or other appropriate personnel. A copy of the menu will be attached to this license prior to approval.

i. Price for KATUSA soldiers will not exceed OPERATOR cost plus 15%. Prices for other patrons will represent a reasonable value compared to local prevailing prices. These two price lists will be posted prominently in the facility within view of the patrons. A duplicate set of price lists will be attached to this agreement. Changes in this price list will be submitted to the COMMANDER and are subject to his/her approval prior to imposition.

j. Operate the KATUSA Soldier Snack Bar during hours approved by the COMMANDER. These hours are \_\_\_\_\_ through \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ hours. The snack bar may close on appropriate Korean holidays. Other temporary changes in the schedule must be coordinated with the SPONSORING UNIT COMMANDER. The COMMANDER must approve permanent changes to the operating schedule.

k. Restrict the sale of alcoholic beverages to those hours determined by the COMMANDER and in an alcoholic content not to exceed 25 percent by volume. Alcoholic beverages can be sold \_\_\_\_\_ through \_\_\_\_\_ between the hours of \_\_\_\_\_ to \_\_\_\_\_. The OPERATOR must comply with all local laws and Army regulations concerning alcohol sales and must verify the age of the customer prior to selling alcoholic beverages.

l. Subject both himself and his employees to, and ensure compliance with, all United States Army regulations and directives in regard to safety, sanitation, security, fire prevention, etc. These standards are outlined in attachment 1 to this license. The OPERATOR and his employees are subject to, and must comply with, all laws, regulations, and directives promulgated by the Government of the Republic of Korea, or local subdivisions thereof, which are applicable. However, United States Army regulations and directives will take precedence over Republic of Korea directives in situations where conflicts exist.



m. Assume full responsibility and liability for all injuries and losses sustained by his patrons and employees.

n. Take necessary measures to protect all United States Government, hereafter referred to as GOVERNMENT, property being used under the terms of this agreement, and will institute adequate measures to prevent pilferage of any property by his employees. Employees are subject to search by proper officials of the GOVERNMENT.

o. Be liable to, and shall indemnify the GOVERNMENT for, all losses, costs, expenses, fees, and incidental damage arising from the loss of, or damage to, property of any type owned, possessed, or operated by the GOVERNMENT, when such loss or damage is caused in whole or part by wrongful act, omission, or negligence of the OPERATOR, his agents, or employees. When defective equipment or supplies furnished by the GOVERNMENT contributes to loss or damage, the OPERATOR shall be relieved from responsibility only for that part of the total loss or damage caused by the Governments negligence, or defect of supplies or equipment.

p. Indemnify the GOVERNMENT for any and all liability, expenses, and fees resulting from personal injury or death of any persons, as a result of operations under this agreement, or loss of or damage to property of and owned by a third person as a result of operations under this agreement.

q. At his own cost and expense, defend any suits, demands, claims, or actions in which the United States might be named co-defendant of the OPERATOR, as a result of the OPERATOR's performance of work under this agreement, whether or not such suit, demand, claim, or action was the result of negligence on the part of the OPERATOR. This shall not prejudice the right of the GOVERNMENT to appear in such suit, participate in defense, and take such action as may be necessary to protect the interests of the United States. In the event that the OPERATOR is indemnified, reimbursed, or relieved for any loss or damage of GOVERNMENT property, he shall equitably reimburse the GOVERNMENT. The OPERATOR shall do nothing to prevent the GOVERNMENT's right to recover against a third party such loss or damage, and upon the request of the COMMANDER, shall furnish the GOVERNMENT all reasonable assistance and cooperation, including the prosecution of a suit and the execution of an instrument of assignment in favor of the GOVERNMENT in obtaining recovery.

r. Not represent to anyone that he is employed by the United States Army, for he is not, or use the name of the United States Army in connection with his establishment.

s. Not offer or give any gratuity, gift, or benefit, or provide any entertainment to a person acting for the United States Government with a view toward securing favored treatment with respect to his establishment. Comply with the provisions of DOD Joint Ethics Regulation.

t. Not transfer this agreement, or any portion of this agreement, to a subcontractor.

u. Hold the GOVERNMENT, the COMMANDER, and the INSTALLATION, harmless from any and all liability, loss, or claim resulting from any kind of disruption or reduction of the GOVERNMENT furnished (cost-free to the OPERATOR) water, heat, electricity, or refrigeration.

v. Produce any books, records, receipts or other documents which may pertain to this contract or the operation of the snack bar for inspection or audit by the COMMANDER or his/her representatives either on or off the premises at any time during INSTALLATION working hours. Permit the reproduction of any such books, records, receipts or documents as is deemed necessary by the COMMANDER or his/her representatives.

w. May accept U.S. dollars in payment for services. The daily Dollar/Won exchange rate will be conspicuously posted in the snack bar. The OPERATOR will use the USFK daily Dollar/Won exchange rate.

x. Provide each customer with a sales receipt from a cash register or have each customer sign the daily sales voucher, EA Form 656-R-E. Instructions are in paragraph 3ad. A sign with the following wording will be prominently posted within the BUILDING within plain view of all customers. "The customer must receive a cash register sales slip or sign the daily sales voucher, EA Form 656-R-E. If a customer does not receive a sales slip or sign the daily sales voucher, the customer must report this to the sponsoring unit on the KATUSA Snack Bar Sales Discrepancy Report and he will receive a W5,000 reward. "Copies of the KATUSA Snack Bar Sales Discrepancy Report will be kept at the cash register or cash box. The OPERATOR will be liable for this W5,000 fee."

y. Total each day's receipts and enter them on EA Form 658-R-E. Attach daily cash register receipts and/or daily EA Form 656-R-E to EA Form 658-R-E. Instructions are in paragraph 3ad.

z. Deposit the PROCEEDS into the designated bank account and submit the original bank deposit receipt along with EA Form 658-R-E to the support group or installation KATUSA Welfare Fund Custodian by the 5th working day of each month for the preceding month.

aa. Do not provide any other services except those approved within this license agreement. Do not divert any space for personal use. Do not allow any snack bar employees to live on the premises.

ab. Submit to all inspections by the sponsoring unit and appropriate medical authorities.

ac. The OPERATOR will comply with all applicable provisions of EUSA Reg 600-2. The SPONSORING UNIT COMMANDER will provide the OPERATOR with a copy of the applicable provisions of EUSA Reg 600-2.

ad. The OPERATOR may provide food delivery service within the INSTALLATION. The OPERATOR may charge a fee for this service. If a fee is charged it will not exceed W1,500. Each customer will sign the daily sales voucher, EA Form 656-R-E.

ae. The OPERATOR will abide by the following measures to ensure minimum compliance with applicable U.S. Army regulations.

**(1) SANITATION**

(a) All foods will be held at a safe temperature. Hot foods will be held at a temperature of 140°F(60°C) or higher. Cold foods will be held at 45°F(7°C) or lower.

(b) Pre-prepared foods will be cooled to 70°F(21°C) within two hours of cooking and the internal temperature will be reduced to 45°F(7°C) within four hours of cooking.

(c) Thermometers will be available to monitor air temperature within food storage areas.

(d) Food will be stored where it will not be subject to contamination. Stored food will be covered.

(e) All beef, poultry, dressings, and stuffed meats will be cooked to an internal temperature of 165°F(74°C) or greater.

(f) All pork products will be cooked to an internal temperature of 140°F(60°C) or greater.

(g) All other foods will be cooked to an internal temperature of 140°F(60°C) or greater.

(h) Leftovers and pre-prepared foods will be reheated to 165°F(74°C) or greater before serving.

(i) All raw fruits and vegetables will be cleaned and disinfected prior to preparation.

(j) All food service personnel will be free from communicable diseases, and open cuts or burns.

(k) All snack bar personnel will have a valid medical certificate.

(l) All personnel will wash their hands after using the restroom. Bilingual signs will be posted directing personnel to wash their hands after using the toilet.

(m) All personnel will wash their hands after handling raw food and before handling other food products.

(n) All personnel involved in the preparation and handling of food products will wear hair restraints.

(o) No personnel will be allowed to eat, drink, or smoke within the food preparation or food service area.

(p) All food preparation equipment and utensils will be cleaned and sanitized between uses.

(q) The OPERATOR will maintain adequate equipment and utensil washing equipment and supplies.

(r) All tables and chairs will kept clean.

(s) All garbage and refuse containers will have tight fitting lids. Refuse and garbage storage areas will be kept clean.

(t) Latrines will be kept clean and in good repair. The OPERATOR will maintain an adequate supply of soap, paper towels, and toilet paper.

(u) All poisonous materials will be segregated and locked in labeled cabinets.

(v) All walls, ceilings, and equipment surfaces will be kept clean.

(w) All floors will be kept clean and in good repair.

(x) All mops and brooms will be stored properly. Mops will be rinsed after each use and placed with the mop head up to allow the mop head to dry.

**(2) Fire Safety**

(a) The OPERATOR will publish and post a fire evacuation plan. This plan will identify the building fire marshal, the location of all fire extinguishers, exit routes, and the phone number to the local fire department.

(b) All employees will be trained on the fire evacuation plan and the use of fire extinguishers.

(c) A 36-inch clearance will be maintained between all cooking appliances and the nearest combustibles.

(d) Grease filters will be cleaned weekly or more frequently as required to prevent excessive grease accumulations.

(e) All fire exit doors will be clearly marked and kept unlocked during business hours.

(f) All waste receptacles will be emptied periodically to prevent excessive accumulation of trash and waste.

(g) All furnishing, draperies, curtains, and similar items will be made of non-combustible materials or treated with a flame-retardant.

(h) Waste and trash receptacles will be emptied at frequent intervals and at closing time into suitable disposal containers located at a safe distance from the building.

- (i) Ash trays and suitable disposal containers will be provided for smoking materials only.
- (j) Smoke pipes and space heater parts will be cleaned of soot and scale formations weekly or more often as required.

(3) Security

- (a) All windows and doors of the FACILITY will be secured after duty hours.
- (b) No employees will be allowed to remain or live in the building after closing.
- (c) The OPERATOR will maintain one set of keys to the FACILITY and the SPONSORING UNIT commander will maintain another set of keys. The keys maintained by the SPONSORING UNIT commander are for fire safety purpose only and will not be issued to anyone.

af. The OPERATOR will follow these instructions when completing EA Form 656-R-E and EA Form 658-R-E.

(1) EA Form 656-R-E.

- (a) Enter the current date in the date block.
- (b) Enter a "1" in the "Page \_\_\_\_ of \_\_\_\_ pages" for the first page of the day. Enter the consecutive numbers for each additional page. When the last page is complete, enter the total number of pages on all sheets.
- (c) Have the customer enter his name in column a, his unit or organization in column b, and signature in column c. The customer will enter the sale amount in column d.
- (d) The OPERATOR will keep a running total of all sales in column e.
- (e) The running total will be entered at the bottom of the page and continued on any additional pages required.
- (f) The OPERATOR will sign the last EA Form 656-R-E to verify the total of daily sales.
- (g) If a cash register is used, the OPERATOR will complete the header of EA Form 656-R-E, enter the total sales at the bottom of the page, sign the form, and attach the cash register daily total sales receipt to the form.

(2) EA Form 658-R-E. If the OPERATOR is authorized to operate a game machine or other ancillary business, an additional EA Form 658-R-E will be completed for proceeds from each ancillary business.

- (a) Enter the current month and year on the form.

- (b) Enter the license # on the form.
- (c) For each date on the form, enter the total daily sales in column a. If the snack bar was closed on a date enter the words "closed" in column a.
- (d) The OPERATOR and the sponsoring unit representative must sign in column b.
- (e) The total of column a will be entered on the bottom of the form in the monthly income block.
- (f) For regular snack bar proceeds, the greater of 10% of the total of column a or 250,000 won will be entered on the reverse of the form as the PROCEEDS for the month. This amount will be deposited into the bank account designated by the KATUSA Welfare Fund Custodian and the fund custodian will be provided the original bank deposit receipt along with EA Form 658-R-E by the 5th working day of the month for the proceeding month. For a EA Form 658-R-E completed for game machine operations or other ancillary businesses, the agreed amount in the license will be entered on the reverse of the form as the PROCEEDS for the month. This amount will be deposited with the KATUSA Welfare Fund Custodian by the 5th working day of the month for the preceding month.

ag. The OPERATOR is subjected to an unannounced inspection by the SPONSORING UNIT at any time. The SPONSORING UNIT will use the inspection checklist at Attachment 1 to conduct this inspection.

**4. LIFE OF AGREEMENT.** This agreement shall be in effect for one (1) year from the date of execution. At that time, it may be renewed by written agreement of both parties.

**5. TERMINATION OF AGREEMENT.**

- a. Either party shall have the option to terminate this agreement, without cause, by presenting written notice to that effect. Termination shall be effective thirty (30) days after receipt of notice.
- b. The COMMANDER may terminate this agreement, effective immediately, in the event any provision of this agreement is breached, or if it becomes a military necessity to do so. The OPERATOR will not be entitled to any claim against the COMMANDER or the GOVERNMENT if this agreement is terminated by the COMMANDER under the provisions of this paragraph, regardless of the reason.
- c. The OPERATOR may terminate this agreement, with the exception of the indemnification provisions, effective immediately, in the event of bankruptcy, or by consent of the COMMANDER.

**6. DISPUTES.**

- a. The English text of this agreement will control its interpretation. Mutual rights and obligations under this agreement shall be construed in accordance with the laws of the United States in dealing with agreements and contracts of the GOVERNMENT.

b. Except as otherwise provided in this agreement, any dispute or claim concerning this agreement which is not disposed of by further agreement, shall be decided by the COMMANDER, in writing. In connection with any dispute of this type, the OPERATOR shall be given an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute under this provision, the OPERATOR shall proceed diligently with the performance of the agreement and in accordance with the COMMANDER's decision.

**AUTHENTICATION:**

In witness whereof, the COMMANDER and the OPERATOR set their hand, and seals to this contract, number \_\_\_\_\_.

## KATUSA Snack Bar Operator

## Installation Commander

Sponsoring Unit Commander

ROKA Staff Officer

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Support Group Commander)

**ATTACHMENT 1, LICENSE AND AGREEMENT TO OPERATE A KATUSA SNACK BAR****Sponsoring Unit KATUSA Snack Bar Inspection Checklist**

DATE: \_\_\_\_\_

ITEM	YES	NO
1. Sanitation inspection conducted during the last 30 days. Date of most recent inspection: _____	_____	_____
2. The Operator has corrected all deficiencies on the last sanitation inspection.	_____	_____
3. A valid health certificate is prominently displayed for all employees.	_____	_____
4. A copy of the contract is prominently displayed.	_____	_____
5. All employees have on their persons a valid post entry pass.	_____	_____
6. Operator is using a cash register or EA Form <u>656-R-E</u> to record all sales.	_____	_____
7. The required sign stating that a customer must receive a sales slip or sign EA Form <u>656-R-E</u> is clearly posted.	_____	_____
8. Copies of blank "KATUSA Snack Bar Sales Discrepancy Report" with the sponsoring unit address and POC are clearly displayed.	_____	_____
9. Required menu price lists are prominently posted. There are two list, one for KATUSA Soldiers and another for all other customers.	_____	_____
10. The sign concerning the prohibition of offering free service is clearly posted.	_____	_____
11. A fire plan is clearly posted.	_____	_____
12. Required fire extinguishers are on hand and up-to-date.	_____	_____
13. Fire exits are clearly posted.	_____	_____
14. All required repairs have been submitted on DPW work order. Workorders are still valid.	_____	_____
15. No space within the snack bar facility is being diverted for personal use by the operator or any employees.	_____	_____



16. The operator is not conducting any of other business within the snack bar facility.
17. The Operator nor employees are allowed to live within the facility.
18. Monthly payments to the KATUSA welfare fund are up to date and are made by the 5<sup>th</sup> working day of each month.
19. The current USFK daily Won rate for purchases made in dollars is posted and current.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Grade, unit)

**Addendum #\_\_ to Accompany and Be Part of the License and Agreement to Operate a KATUSA Soldier Snack Bar between \_\_\_\_\_ and \_\_\_\_\_, reference the Basic Contract, Number \_\_\_\_\_, dated \_\_\_\_\_.**

1. By consent of the COMMANDER, the KATUSA Soldier Snack Bar Operator, hereafter referred to as the OPERATOR, is hereby authorized to operate a total of \_\_\_\_\_ electronic machines inside building \_\_\_\_\_, KATUSA Soldier Snack Bar. This authorization shall remain in effect for the life of the basic license. These electronic machines are further identified below.

- a. Electronic game machines \_\_\_\_\_ (total number)
- b. Video games \_\_\_\_\_ (total number)
- c. Karaoke machines \_\_\_\_\_ (total number)
- d. Dance machines \_\_\_\_\_ (total number)
- e. Public telephones \_\_\_\_\_ (total number)

2. The OPERATOR will set aside 15% of total gross income per month for deposit in the KATUSA Soldier Welfare Fund for each game machine operated on the premises during that month. Amounts will be recorded on EA Form 658-R-E. The deposit will be made by the 5th day of the month following the month of operations.

3. If the game machine is provided by an individual other than the OPERATOR, this individual hereafter referred to as the MACHINE PROVIDER, then the MACHINE PROVIDER will pay the required fees to the OPERATOR for deposit in the KATUSA Soldier Welfare Fund. Payment will be made to the OPERATOR not later than the 3rd day of the month following the month of operations. Any agreement between the OPERATOR for the use of his business establishment will be reached separately from this Addendum. In the event of dispute, the OPERATOR, upon notification of the COMMANDER, may require the MACHINE PROVIDER to remove his game machines within 24 hours.

4. It is understood by all signatories that the game machines are intended solely for the entertainment of the snack bar patrons and will not provide a monetary payoff nor be used for gambling purposes. The intentional use of the game machines for these unlawful purposes will be cause of revocation of this Addendum or termination of License and Agreement to Operate a KATUSA Soldier Snack Bar by the commander.

5. It is further understood that the OPERATOR and the MACHINE PROVIDER, if applicable, shall not hold the United States Government liable for any damages to, or in connection with, the electronic game machines.

6. All signatories agree to abide by the provisions in paragraphs 3a through 3ab, inclusive, in the License and Agreement to Operate a KATUSA Soldier Snack Bar. In the event of any conflict, the English text of this agreement will control its interpretation.

**IN WITNESS THEREOF**, the parties hereunto set their hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

_____	_____
KATUSA Snack Bar Operator	Installation Commander

_____	_____
Sponsoring Unit Commander	ROKA Staff Officer

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Area COMMANDER)

**Addendum #\_\_ to Accompany and Be Part of the License and Agreement to Operate a KATUSA Soldier Snack Bar between \_\_\_\_\_ and \_\_\_\_\_, reference the Basic Contract, Number \_\_\_\_\_, dated \_\_\_\_\_.**

1. By consent of the COMMANDER, the OPERATOR is hereby authorized to provide the following listed services at building \_\_\_\_\_, KATUSA Soldier Snack Bar. This authorization shall remain in effect for the life of the basic license.

a. Korean cigarette sales.

b. Telephone card sales.

2. The OPERATOR will set aside 10% of his profit for each service per month for deposit in the KATUSA Soldier Welfare Fund. Sales will be recorded on EA Form 658-R-E. The deposit will be made by the 5<sup>th</sup> day of the month following the month of operations.

3. All signatories agree to abide by the provisions in paragraphs 3a through 3ag, inclusive, in the License and Agreement to Operate a KATUSA Soldier Snack Bar. In the event of any conflict, the English text of this agreement will control its interpretation.

**IN WITNESS THEREOF**, the parties hereunto set their hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
KATUSA Snack Bar Operator

\_\_\_\_\_  
Installation Commander

\_\_\_\_\_  
Sponsoring Unit Commander

\_\_\_\_\_  
ROKA Staff Officer

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Area Commander)

## APPENDIX L

### FIGURES AND TABLES

This following figures and tables referenced in this regulation are depicted in this appendix.

#### **Figures Referenced in Chapter 2**

Figure 2-1 – KATUSA Soldier Assignment Memorandum

Figure 2-2 – KATUSA Soldier Unit Manning Report

Figure 2-3 – Request for KATUSA Soldier Disciplinary Board

#### **Figures Referenced in Chapter 4**

Figure 4-2 – Request for Expenditure of KATUSA Soldier Welfare Funds

Figure 4-3 – Report of KATUSA Soldier Welfare Fund Monthly Deposits

Figure 4-4 – KATUSA Soldier Welfare Fund Transaction and Balance Report

Figure 4-5 – Request for Security Clearance

#### **Figures Referenced in Chapter 5**

Figure 5-2 – Sample 12-hour English Program POI

Figure 5-3 – Invitation Travel Order

#### **Figures Referenced in Chapter 6**

Figure 6-1 – Memorandum Showing Duty Appointment Authorization to Pick up KHCs

Figure 6-2 – Memorandum Showing Duty Appointment Authorization to Pick up KCKs

Figure 6-3 – Division, Brigade, and Battalion Level KCB

Figure 6-4 – Company Level KCB

#### **Table Referenced in Chapter 3**

Table 3-1 – Korean National Holidays

#### **Tables Referenced in Chapter 6**

Table 6-1 – Initial U.S. Army Personal Military Clothing and Organizational Equipment Issued  
To KATUSA Soldiers

Table 6-2 – Clothing Maintenance Allowance Credit Earned in First Month of Eligibility

Table 6-3 – KATUSA Comfort Kits

EAGC-TD-KTA

12 July 1994

MEMORANDUM FOR Commander of PVT Kim, Joon Suk, KA94-77777

SUBJECT: KATUSA Soldier Assignment

1. Effective 14 July 94, PVT Kim, Joon Suk, KA 94-77777 is assigned to your unit.
2. Enclosed are the soldier's personnel, medical, and training records from the KATUSA Training Academy. These records are a part of the soldier's permanent file. EUSA Reg 600-2 provides information on personnel services and support, training requirements, and logistical support. EUSA Reg 600-2 establishes several suspenses that you are required to meet.
3. Complete the endorsement and forward this memorandum to the HQ, EUSA, G3 TD, ATTN: EAGC-TD-COT, APO AP 96205-0009. not later than ten (10) days after assignment of the KATUSA soldier.

4 Encls

1. Personnel Records
2. Health Records
3. PT Card
4. Training Records

WILL I. KOMMAND  
CPT, IN  
Commanding

EAID-HHC 1st END SFC Jones/mmm/AV 732-7231

CDR, HHC, 2d Infantry Division, APO AP 96258-0289 15 July 1994

FOR CDR, KATUSA Training Academy, ATTN: EAGC-TD-KTA (G3 TD), APO AP 96205-0009

PVT Kim, Joon Suk has been assigned to HHC, 2d Inf Div, effective 13 July 1994 in position number: 111020000001. All requirements IAW EUSA Reg 600-2 will be met.

BILL R. TRUEFOOT  
CPT, IN  
Commanding

**Figure 2-1. KATUSA Soldier Assignment Memorandum**

**KATUSA Soldier Unit Manning Report**

UNIT	NAME	RANK	SN	ETS	MOS	PARA/LINE	SEC	POS	LOCATION
A/2-9 IN	JONG, JAE SEOP	PFC	97 9999 1111	8/16/99	88M9200	1000/0002	HQS	Supply Clerk	Camp Casey
A/2-9 IN	KIM, SUNG TAE	PV2	98 9999 2222	3/1/00	11B0000	3100/0002	1st Plt	Rifleman	Camp Casey
A/2-9 IN	KWON, HYEOK TAE	CPL	96 9999 3333	1/21/99	11B0000	1000/0001	HQS	Senior KATUSA	Camp Casey
A/2-9 IN	LEE, JU YEOL	CPL	97 9999 4444	7/12/99	11B0000	3100/0001	1st Plt	Team Leader	Camp Casey
A/2-9 IN	PARK, SHIN RYANG	PV2	98 9999 5555	5/1/00	11B0000	3200/0002	2nd Plt	Rifleman	Camp Casey
A/2-9 IN	PYO, JIN YEOL	PV2	97 9999 6666	9/7/99	11B0000	3200/0001	2nd Plt	Team Leader	Camp Casey
A/2-9 IN	SONG, MYEONG JIN	PFC	97 9999 7777	6/17/99	11B0000	3300/0001	3rd Plt	Team Leader	Camp Casey

1. Enter the short name of the unit in column 1.
2. Enter the name of the KATUSA soldier in column 2. Last (family) name first. Do not abbreviate. Separate last name from first (given) name with a comma.
3. Enter the rank in three-letter format in column 3. Use standard abbreviations. Do not use pay grade (E-2, E-3, etc.).
4. Enter the serial number in column 4 in the following format: 99 8888 7777. Do not enter the letters "KA."
5. Enter the ETS date in column 5 in mm/dd/yy format.
6. Enter the US MOS in column 6.
7. Enter the paragraph and line number from the current KATUSA soldier manning document of the position that the soldier fills in column 7.
8. Enter the section in which the KATUSA soldier works in column 8 (i.e. S-1, Motorpool, Orderly Room, etc.). Do not use unknown abbreviations.
9. Enter the position the KATUSA soldier works in column 9 (i.e. Admin Clerk, Sply Spec, NBS Spec, etc.). Do not use unknown abbreviations.
10. Enter the post or camp where the KATUSA soldier lives and works in column 10. If the KATUSA soldier lives on a different post from where he works, enter in this format: LIVES/WORKS.

**Figure 2-2. KATUSA Soldier Unit Manning Report**

EAID-HHC

12 July 1994

MEMORANDUM FOR CPT Kim, KATUSA Personnel Office, Camp Red Cloud, Korea

SUBJECT: Request for KATUSA Soldier Disciplinary Board,  
RE: PFC Kim, Chae Won, KA93-143245

1. I request a disciplinary board be held for PFC Kim, Chae Won, KA93-143245.
2. Nature of offense: PFC Kim was scheduled for Assistant Charge of Quarters on 11 July 94. He did not report for this duty at the scheduled time of 1600. A search of his duty area and billets were conducted and he could not be found. At 2330, PFC Kim returned to the billets and was obviously under the influence of alcohol.
3. The following witnesses will be made available:  
  
1SG Jones, William L., 332-45-9012, Company First Sergeant  
SGT Smith, Larry E., 134-55-3214, PFC Kim's Section Chief  
SPC David, Albrey M., 223-89-4135, Charge of Quarters
4. Please notify me of any disciplinary action taken against PFC Kim.

WILL I. KOMMAND  
CPT, IN  
Commanding

**Figure 2-3. Request for KATUSA Soldier Disciplinary Board**



EANC-HHC

22 April 2002

MEMORANDUM FOR KATUSA Soldier Welfare Fund Custodian, 34th Support Group,  
APO AP 96205

SUBJECT: Request for Expenditure of KATUSA Soldier Welfare Funds for **ACC #: A1-001**

1. I request that \$25.00 be made available from the KATUSA Soldier Welfare Fund to purchase a set of English language study material for use by KATUSA soldiers within this unit.
2. I will ensure that the original copy of the receipt and required English translation along with any excess money will be returned by COB the next business day. Also, I will ensure that any tangible property purchased is laterally transferred to my unit fund property within 30 days.
3. POC, CPT Smith, 723-1311.

JOHN P. SMITH  
CPT, TC  
Commanding

**Figure 4-2. Request for Expenditure of KATUSA Soldier Welfare Funds**

EANC-SA

25 March 1996

MEMORANDUM FOR EUSA KATUSA Soldier Program, HQ, EUSA, ATTN: EAGC-TD-COT,  
APO AP 96205-0009

SUBJECT: Report of KATUSA Soldier Welfare Fund Monthly Deposits for **AREA II, MARCH 1996**

1. The following is a record of deposits into the EUSA KATUSA Soldier Welfare Fund for **AREA II** for **MARCH 1996**.

<u>SPONSORING UNIT</u>	<u>LICENSE #</u>	<u>MONTHLY DEPOSIT</u>
HHC, EUSA	A2-001-96	W1,200,000
121st GEN HOSP	A2-002-96	1,750,000
A Co, 524th MI	A2-003-96	1,125,000
25th Trans	A2-004-96	800,000
(etc)		
TOTAL:		W4,875,000

2. POC, Mr. Lewis, 738-9311.

DANIEL D. LEWIS  
GS-9  
34th SG KATUSA Soldier  
Welfare Fund Custodian

**Figure 4-3. Report of KATUSA Soldier Welfare Fund Monthly Deposits**

EANC-SA

25 March 1996

MEMORANDUM FOR Commander, HHC, 34th Support Group, APO AP 96205

SUBJECT: KATUSA Soldier Welfare Fund Transaction and Balance Report for **MARCH 1996**

1. The following is a listing of all actions recorded against your unit KATUSA Soldier Welfare Fund as of **15 MARCH 1996**.

<u>DATE</u>	<u>ACTIVITY</u>	<u>CREDIT</u>	<u>DEBIT</u>	<u>BALANCE</u>
16 FEB 96	PREVIOUS MONTHS BAL			\$153.16
29 FEB 96	NEWSPAPER SUBSCRIPTION	\$15.00		138.16
5 MAR 96	RETURN EXCESS CASH	\$2.15		140.31
15 MAR 96	MONTHLY DISTRIBUTION	45.00		\$185.31

2. POC, Mr. Lewis, 738-9311.

DANIEL D. LEWIS  
GS-9  
34th SG KATUSA Soldier  
Welfare Fund Custodian

**Figure 4-4. KATUSA Soldier Welfare Fund Transaction and Balance Report**

EAIG-HHC

15 September 1994

MEMORANDUM THRU ROKA Staff Officer, 2d Infantry Division, APO AP 96258-0289

FOR Commander, ROKA SG, EUSA, APO AP 96205-0009

SUBJECT: Request for Security Clearance, RE: PVT KIM, Dori, KA94-12345

1. Request a SECRET security clearance be given for the below identified individual.
  - a. NAME: KIM, Dori
  - b. RANK: PVT
  - c. ROKA Service #: KA94-12345
  - d. DOB: 710504
  - e. POB: Kyeonggi do, Kapyong gun, Misa-ri
  - f. ETS: 960915
  - g. Current ROKA Clearance: NONE
  - h. Level of Clearance: SECRET
  - i. Type of Access: Routine
  - j. Justification: PVT Kim works in the Division Translation Section where he must work with classified material in the performance of his duties. He translates Division and Corps OPORDS and plans into Korean and English. The material he will have access to does not exceed SECRET ROKUS or SECRET RELROK.
2. POC, MAJ Mark L. Hardrock, 732-7878.

WILLIAM A. SMITH  
CPT, IN  
Commanding

**Figure 4-5. Request for Security Clearance**

### 12-Hour Unit KATUSA Soldier English Program

**PURPOSE OF COURSE:** The 12-hour unit ELT course is required IAW EUSA Reg 600-2 to be conducted every month for a minimum of 12 hours for each assigned KATUSA soldier. However, it is intended to be conducted in an informal, relaxed, non-structural setting. The 12-hour unit ELT is primarily conducted at the KATUSA soldiers unit of assignment or location as designated by the commander. Unit ELT will focus on reinforcing English conversation and listening skills as they pertain to the MOS, specific duty assignment or work environment. The following program of instruction is a sample and should not be considered the required program.

**WHO MAY ATTEND:** All KATUSA soldiers assigned to the unit are required to attend this training. ROKA and Korean civilian employees assigned to the unit may attend this training as approved by the unit commander.

**PREREQUISITIES:** None

**COURSE LENGTH:** Twelve (12) hours per month as scheduled by the commander during designated duty hours.

**CLASS SIZE:** Normally classes are limited to 10 - 15 students. Commanders make the final determination of class size. However, the smaller the class size the better the learning environment and ability of each student to have ample opportunity to participate in class exercises.

**TRAINING LOCATION:** Designated by the commander.

**EQUIPMENT REQUIREMENTS:** KATUSA soldier students are to bring to each class writing paper, pencil or pen, a copy of the Supplemental English Conversation for KATUSAs Course, 1992 and a copy of the EUSA KATUSA Handbook on US/Korean Military/Official Acronyms and Terms and other material as determined by the commander. Other ROK and Korean employees are to bring material as determined by the commander.

**START DATE/TIME:** Designated by the commander. However, scheduled classes must meet a minimum of 1 hour and be conducted for 12 hours per month during designated duty hours.

**INSTRUCTOR QUALIFICATIONS/REQUIREMENTS:** Instructors may be military or civilian as designated by the commander. No specific grade or rank is required. Commanders must ensure each instructor is capable of conducting an informal English language class comprised of 10 - 15 students. Instructors are to focus on listening and conversational skills, reading comprehension and special activities and/or situations that pertain to the specific duty assignment, MOS, or work environment.

**SAMPLE TRAINING SCHEDULE:** The following is a proposed training schedule. The study guide for this training schedule is the Supplemental English Conversation for KATUSAs Course (KSH). Each KATUSA soldier is provided a copy during training at the KATUSA Training Academy. Commanders may adjust this schedule are required to integrate into the unit's mission. Records of classes held (date, subject, attendance) should be maintained. This training program is a subject of interest during CIP inspections.

Figure 5-2. Sample 12-hour English Program POI

<u>SUBJECT</u>	<u>TIME</u>	<u>SCOPE</u>	<u>REFERENCE</u>
Orientation	1 hr	Introduction and course objectives	KSH i-ii, POI, Cdr
Introductions	3 hrs	Short written personal introduction to be presented orally, later. Teacher assesses students writing skills.	KSH, pp 6-7
Oral Introductions	3 hrs	Presentation of oral introductions	KSH, pp 6-7
Exercises	6 hrs	Exercise in irregular verbs, military deception vocabulary, worksheet 1, practice drill 1 & 2	KSH, pp 8-23
Test	1-2 hrs	Vocab test	KSH, pp 24-25
Exercises	6 hrs	Describe classroom, tell time, use telephone, idioms	KSH, pp 27-44
Review	3 hrs	Review irregular verbs, military deception vocab, reading comprehension	KSH, pp 45-56
Test	1-2 hrs	Vocab test	KSH, pp 59-60
Exercises	6 hrs	Dining facility, radio messages, reading exercises, verbal exercises, worksheets, situations	KSH, pp 62-96
Test	1-2 hrs	Vocab test	KSH, pp 97-98
Exercises	6 hrs	Firing range, field operations, maps and symbols	KSH, pp 100-142
Test	1-2 hrs	Vocab test	KSH, p 143
Exercises	6 hrs	Guard duty, CQ, gate guard, directions	KSH, pp 144-169
Test	1-2 hrs	Vocab test	KSH, p 170
Additional	As req	PT, snack bar, medical clinic, NBC, motor pool, formations, driving, inspections, road march, uniforms, equipment recognition, military rank, etc.	KSH, pp 171-344

Figure 5-2. Sample 12-hour English Program POI (Cont)

**HEADQUARTERS  
(UNIT LETTER HEAD)  
APO AP #####**

INVITATIONAL TRAVEL ORDER: (LOCAL NUMBER)

DATE: xx XXX ##

1. The below named individual is invited and authorized to proceed from Camp Red Cloud, Korea to Camp Jackson and return.

<u>NAME</u>	<u>TITLE</u>	<u>SSN</u>	<u>UNIT</u>
KIM, Jae Yung    CPL	KA93-74282		HHC, 2d Inf Div

2. PURPOSE: To attend PLDC Class #1-95, 5 Oct 94 - 3 Nov 94.

3. ACCOUNTING CLASSIFICATION: (FUND CITE)

4. REQUESTING OFFICER: STEVEN L. STAMP, CPT, Commander, HHC, 2d Inf Div \_\_\_\_\_

5. APPROVING OFFICIAL: RICHARD L. STONE, COL, Commander, 2d DIVARTY \_\_\_\_\_

APPROX NO OF DAYS: 30    DATE OF DEPARTURE: 5 OCT 94    DATE OF RETURN: 3 NOV 94

6. SPECIAL INSTRUCTIONS:

a. Vouchers for reimbursement of travel performed will be submitted to the appropriate finance office within 10 days (AR 11-7) after completion of travel. In the event TDY is not performed, a copy of this order will be submitted to travel orders authenticating official with a request that it be revoked. A copy of paid voucher will be forwarded by the finance office, NLT 15 days after reimbursement.

b. Government quarters and rations are available at TDY site.

c. Individual is not authorized to travel within and around TDY station.

7. METHOD OF TRANSPORTATION: Commercial, rail, bus, and taxi will be used in cases where government transportation is not available. Individual must maintain receipts for commercial travel and submit when filing final travel voucher.

8. ESTIMATED COST: PD: \$153.00 TVL: \$0.00 OTHER: \$0.00 TOTAL: \$153.00

FOR THE COMMANDER:

ROBERT S. SMALL  
LTC, GS  
ACofS, G4

DISTRIBUTION:  
5 - Individual Concerned  
2 - Unit  
5 - Finance Office

**Figure 5-3. Invitational Travel Order**

EAID-SB-I

12 November 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment - Authorization to Pick Up KATUSA Haircut Coupons

1. Effective 17 December 1994, the following individuals are authorized to pick up KATUSA Haircut Coupons for HHC, 5-20 Infantry.

Primary: SGT BABIN, Lawrence J., 000-00-1120, Oct 94

Alternates: SGT JOHNSON, Brown H., 111-00-0000, Jul 94  
PFC CHAMBERS, M.A., 707-15-1011, Dec 94  
PFC KIM, HYOP O., KA 1387-3872, Nov 94

2. Authority: EUSA Reg 600-2, chapter 6.

3. Purpose: To perform the duties as accountable officer for KATUSA Haircut Coupons.

4. Period: Until properly relieved, released, or DEROS.

5. Special Instructions: None

FOR THE COMMANDER:

CARL ANDERSON  
MAJ, QM  
ADJUTANT

DISTRIBUTION:  
Individual Concerned (1)  
Local Files (1)  
Higher HQ (1)

**Figure 6-1. Memorandum Showing Duty Appointment Authorization to Pick up KHCs**



EAID-SB-S

30 June 1994

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment - Authorization to Pick Up KATUSA Comfort Kits

1. Effective 24 December 1994, the following individuals are authorized to pick up KATUSA Comfort Kits for Headquarters, 519th QM Company.

Primary: SGT BAGIN, Lawrence J., 000-00-1120, Nov 94

Alternates: SGT JOHNSON, Brown H., 111-00-0000, Nov 94  
PFC CHAMBERS, M.A., 707-15-1011, Aug 94  
PFC KIM, HYOP O., KA 1387-3872, Nov 94

2. Authority: EUSA Reg 600-2, chapter 6.

3. Purpose: To perform the duties as custodian for KATUSA Comfort Kits.

4. Period: Until properly relieved, released, or DEROS.

5. Special Instructions: None

FOR THE COMMANDER:

CARL ANDERSON  
MAJ, QM  
Commanding

DISTRIBUTION:  
Individual Concerned (1)  
Cdr, 34th Spt Gp, ATTN: SP51 (Mr. Kwak)  
APO 96205 DIC File

**Figure 6-2. Memorandum Showing Duty Appointment to Pick up KCKs**

**KATUSA Soldier Continuity Binder (KCB)**

**TABLE OF CONTENTS**

**TAB A** - EUSA Reg 600-2 with all changes.

- KATUSA Handbook.

- Messages/Letters.

**TAB B** - KATUSA Soldier Haircut Coupon (KHC) Program.

- Duty Appointments. Letter orders designating supply personnel to pick-up and sign for KATUSA Haircut Coupons (KHCs).

- KHC Requests.

- KHC Issue Log.

- KHC Destruction Log.

- Messages/Letters.

**TAB C** - Inspection/Assistance Visit File.

- Maintain a copy of inspection and assistance visit reports from higher headquarters that have occurred during the last calendar year.

- Maintain a copy of inspection and assistance visit reports of subordinate headquarters that have occurred during the last calendar year.

**Figure 6-3. Division, Brigade, and Battalion Level KCB**

**KATUSA Soldier Continuity Binder (KCB)**

**TABLE OF CONTENTS**

**TAB A** - EUSA Reg 600-2 with all changes.

- KATUSA Handbook.
- The supply sergeant's checklist for the KATUSA soldier program.
- Messages/Letters.

**TAB B** - KATUSA Soldier Haircut Coupon (KHC) Program.

- Duty Appointments. Letter orders designating supply personnel to pick-up and sign for KHCs.
- KHC Requests/Turn-in Log.
- KHC Issue Log.
- Messages/Letters.

**TAB C** - KATUSA Soldier Comfort Kit (KCK) Program.

- Duty Appointments. Letter orders designating supply personnel to pick-up and sign for KCKs.
- KCK Request Log (U.S. personnel only).
- KHC Request Log.
- Messages/Letters.

**TAB D** - KATUSA Soldier CMAS Voucher Register (EA Form 247-R-E)

- CMAS Voucher Register Log.
- Messages/Letters.

**TAB E** - Athletic Shoe Files.

- Request Log.
- Issue Log.

**TAB F** - Inspection/Assistance Visit File. Maintain a copy of inspection and assistance visit reports that have occurred during the last calendar year.

**Figure 6-4. Company Level KCB**

**Table 3-1**  
**Korean National Holidays**

<b>HOLIDAY</b>	<b>DATE</b>
New Year's Day	1-2 January
Seol-Nal (Lunar New Years)	*date varies
Independence Movement (Sam Il) Day	1 March
Arbor Day	5 April
Children's Day	5 May
Buddha's Birthday	**date varies
Memorial Day	6 June
Constitution Day	17 July
Liberation Day	15 August
Thanksgiving (Chu-Sok) Day	***date varies
Armed Forces Day	1 October****
National Foundation Day	3 October
Christmas Day	25 December
Other holidays	Designated by ROKG

\*Last day of old lunar year and first 2 days of the new lunar year.

\*\*8 April of the lunar calendar.

\*\*\*14, 15, and 16 August by the lunar calendar.

\*\*\*\*IAW MND directive

**Table 6-1**  
**Initial U.S. Army Personal Military Clothing and Organizational**  
**Equipment Issued To KATUSA Soldiers**

ITEM OF ISSUE	QUANTITY ISSUED
Bag, duffel	1 each (note 1)
Belt, trousers, cotton webbing black	2 each
Boots, combat, leather	2 pairs
Buckle, belt, black	1 each
Cap, combat, battle dress uniform	2 each
Coat, combat, battle dress uniform (temperate)(BDU shirt)	2 each (note 1)
Coat, combat, battle dress uniform (hot weather)(BDU shirt)	2 each
Coat, battle dress uniform (CW) (BDU field jacket)	1 each (note 1)
Drawers, cotton, brown	6 pairs
Glove inserts, wool, OG 108	2 pairs
Glove shells, leather, black	1 pair
Physical Fitness, uniform shirt	2 ea (note 1)
Physical Fitness, uniform pants	2 ea (note 1)
Physical Fitness, uniform sweatpants	1 ea (note 1)
Physical Fitness, uniform sweatshirt	1 ea (note 1)
Shoes, athletic	1 pair
Socks, athletic	3 pairs
Socks, man's wool cushion sole, OG 408	5 pairs
Towel, bath, brown	2 each
Trousers, combat, battle dress uniform (temperate)	2 pairs (note 1)
Trousers, combat, battle dress uniform (hot weather)	2 pairs (note 1)
Undershirt, cotton 1/4 length sleeves, brown	4 each

### **ORGANIZATIONAL CLOTHING AND EQUIPMENT**

Bag, barracks, cotton sateen, OG 107	1 each (note 2)
Poncho, coated nylon twill, OG 107	1 each (note 2)

### **NOTES**

1. These items must be recovered by unit supply personnel from KATUSA soldiers and ROKA Staff NCOs prior to their return to the ROKA. KATUSA soldiers will retain one set of BDU for wear in reporting to their ROKA reserve units. During the months October through March, they will also be authorized to retain a field jacket. (Refer to para 6-11, for turn-in procedures.)

2. These items will be turned in to CIF during clearing.

**Table 6-2**  
**Clothing Maintenance Allowance Credit Earned in First Month of Eligibility**

Calendar Date on which Eligibility First Occurs	Amount of CMAS Credit Earned (FEB - 28 Days)	Amount of CMAS Credit Earned (FEB - 29 Days)	Amount of CMAS Credit Earned (30 Day Months)	Amount of CMAS Credit Earned (31 Day Months)
1	\$7.26	\$7.26	\$7.26	\$7.26
2	\$7.00	\$7.01	\$7.02	\$7.03
3	\$6.74	\$6.76	\$6.78	\$6.79
4	\$6.48	\$6.51	\$6.53	\$6.56
5	\$6.22	\$6.26	\$6.29	\$6.32
6	\$5.96	\$6.01	\$6.05	\$6.09
7	\$5.70	\$5.76	\$5.81	\$5.85
8	\$5.45	\$5.51	\$5.57	\$5.62
9	\$5.19	\$5.26	\$5.32	\$5.39
10	\$4.93	\$5.01	\$5.08	\$5.15
11	\$4.67	\$4.76	\$4.84	\$4.92
12	\$4.41	\$4.51	\$4.60	\$4.68
13	\$4.15	\$4.26	\$4.36	\$4.45
14	\$3.89	\$4.01	\$4.11	\$4.22
15	\$3.63	\$3.76	\$3.87	\$3.98
16	\$3.37	\$3.50	\$3.63	\$3.75
17	\$3.11	\$3.25	\$3.39	\$3.51
18	\$2.85	\$3.00	\$3.15	\$3.28
19	\$2.59	\$2.75	\$2.90	\$3.04
20	\$2.33	\$2.50	\$2.66	\$2.81
21	\$2.07	\$2.25	\$2.42	\$2.58
22	\$1.82	\$2.00	\$2.18	\$2.34
23	\$1.56	\$1.75	\$1.94	\$2.11
24	\$1.30	\$1.50	\$1.69	\$1.87
25	\$1.04	\$1.25	\$1.45	\$1.64
26	\$0.78	\$1.00	\$1.21	\$1.41
27	\$0.52	\$0.75	\$0.97	\$1.17
28	\$0.26	\$0.50	\$0.73	\$0.94
29		\$0.25	\$0.48	\$0.70
30			\$0.24	\$0.47
31				\$0.23

**NOTES:**

1. Use this table to determine the amount of CMAS earned during the first month of eligibility.
2. All KATUSA soldiers earn \$7.26 CMAS credit for each full month after the first month of eligibility.



**Table 6-3**  
**KATUSA Comfort Kits** (Current as of: 1 Sep 94)

ITEM OF ISSUE	QUANTITY ISSUED	INITIAL	BI-MONTHLY	SEMI-ANNUAL
Brush, shoe	1 each	x		
Clipper, fingernail	1 each	x		
Cloth, polish, shoe	1 each	x		
Cream, shaving	2 cans	x		x
Kit, sewing	1 each	x		
Lotion, shaving	1 each	x		x
Cream, skin	1 each	x		x
Polish, shoe	2 cans (1.8 oz)	x	x	x
Shampoo	1 bottle (15 oz)	x	x	x
*Shoes, Shower	1 pair	x		x
Soap, bath	3 bars	x	x	x
Toothbrush	1 each	x	x	x
Toothpaste	2 tubes (3 oz)	x	x	x
Razor, disp (5 ea)	2 pkg	x	x	x
Vaseline	1 bottle	x		x

\*Shoes, shower will be issued initially and on a annual basis, in December each year.



**GLOSSARY****Section I. ABBREVIATIONS**

AAFES	Army and Air Force Exchange Service
ACofS	Assistant Chief of Staff
ALCPT	American Language Course Placement Test
APFT	Army physical fitness test
APO	Army Post Office
ASI	Additional Skill Identifier
AWOL	absent without leave
Bde	brigade
BDU	battle dress uniform
CID	Criminal Investigation Division
CIF	Central Issue Facility
CINC	Commander in Chief
CIP	Command Inspection Program
CMAS	Clothing Monetary Allowance System
COC	Casualty Operations Center
CSS	Clothing Sales Store
CTT	Common Task Training
DEROS	date eligible for return from overseas
DLI	Defense Language Institute
DMZ	Demilitarized Zone
DOD	Department of Defense

DODAAC	Department of the Army Activity Address Code
DP	Development Program
DRMO	Defense Reutilization and Marketing Office
ELTPK	English Language Training Program for KATUSAs
EO	Equal Opportunity
ESO	Education Services Officer
ETS	expiration term of service
EUSA	Eighth United States Army
FINCOM	Finance Command
HQDA	Headquarters Department of the Army
HRD	Human Resources Development
IAW	in accordance with
JSA	Joint Security Area
JUSMAG-K	Joint United States Military Affairs Group-Korea
KATUSA	Korean Augmentation to the United States Army
KCB	KATUSA Continuity Binder
KCK	KATUSA Soldier Comfort Kit
KHC	KATUSA Soldier Haircut Coupon
KP	kitchen police
KTA	KATUSA Training Academy
LNO	Liaison Officer
MCM	Manual for Courts-Martial
MEDCOM	Medical Command
MOS	Military Occupational Specialty

MOSIT	MOS Improvement Training
MP	Military Police
MSC	major subordinate command
NAF	nonappropriated fund
NCO	Noncommissioned Officer
NLT	not later than
OJT	on-the-job training
OML	order of merit list
PBO	Property Book Officer
PD	professional development
PLDC	Primary Leadership Development Course
PERSCOM	Personnel Command
PMO	Provost Marshal Office
PX	Post Exchange
ROK	Republic of Korea
ROKA	Republic of Korea Army
ROK/U.S.	Republic of Korea/United States
SAEDA	Subversion and Espionage Directed Against the U.S. Army
SATB	Semi-Annual Training Brief
SCI	Sensitive Compartmented Information
SCO	Summary Court Officer
SG	Support Group
SI	Special Intelligence
SJA	Staff Judge Advocate

SOFA	Status of Forces Agreement
SOP	Standing Operating Procedures
TSC	Theater Support Command
TDA	Table of Distribution and Allowances
TDY	temporary duty
TISA	Troop Issue Subsistence Activity
TPFDD	Time Phased Force Development Data
UCMJ	Uniform Code of Military Justice
UIC	Unit Identification Code
UNC	United Nations Command
U.S.	United States (of America)
USFK	United States Forces Korea